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DEMOCRATIC ADMINISTRATION AND LEADERSHIP

A good leader is a stimulator of human beings. He does not lay down the law; he does try to carry it out

By **JOHN GUY FOWLKES**
Guest Educational Commentator



Dr. Fowlkes, Dean,
School of Education,
University of Wisconsin

THE literature of professional education today is teeming with discussions of leadership and democratic administration. Similarly when the programs of conventions of professional educators are analyzed, it will be observed that great emphasis is being laid upon faculty participation in school administration, democratic administration, and leadership. This focus upon the administrative affairs of our local school systems is heartening and should be productive of marked improvement in the statesmanship which produces educational policies and the operational achievement of such policies. In keeping with this contemporary attention to democratic administration and educational leadership, the writer was prompted to make a few observations upon these matters.

It is essential that the various staffs of a local school system participate in the formulation and establishment of policies. Such participation in the establishment of administrative policies obligates individual staff members to make themselves familiar with matters that are being considered, and to reach and express judgments and convictions, and to vote upon various policies. It must be recognized that the democratic process is founded upon majority judgment and action. It must also be remembered that minorities, while deserving the full right of being heard, are obligated to accept and abide by majority decisions.

Formulation of policy should not be confused with the administration of policies. After policies have been established, the administration of them should be assigned to the administrative and supervisory staffs. Furthermore, it should be recognized by all concerned that administrative officers must make decisions. Nothing can produce an atmosphere of uncertainty, frustration, and insecurity quicker than the failure of administrative officers to give judgments or make decisions within the framework of established policies.

One of the major characteristics of good administration and leadership is the habit of appraisal. Suggestions concerning given policies should come at times from the instructional staff, the faculty; at times from the non-instructional staff, the non-certificated staff; and at times from the administrative and supervisory staff.

Democratic administration in no sense denies nor relieves the admin-

istration of the right and obligation of making suggestions concerning governing policies of a local school system. Indeed, one of the most important functions of an administrator is that of appraising existing policies in terms of periodic reports to the faculty on the results of existing policies, and the submission of proposals and suggestions concerning the need for the elimination or modification of existing policies and the establishment of new ones. Appraisal of existing policies is also an inherent obligation of the faculty if truly democratic administration is to be realized. This is particularly true with respect to the appraisal of personnel.

To be sure, the administrator must not be arbitrary; nor should the faculty. Understanding is just as important on the part of the faculty as it is on the part of the administrator. Too often there is a tendency on the part of faculties to indict administrative officers for the same types of mistakes of which the faculties themselves are guilty. In no sense is an attempt being made to justify errors by administrators. Rather the principle of the dual obligation of both faculty and the administrator in the observance of sound, and therefore effective, personal relationships is being emphasized.

The acceptance of an administrative position automatically carries the responsibility of leadership. Therefore, the capacity and ability to lead are implied in the appointment of an administrative officer.

Just what is implied in the concept of the word "leader"? In this connection the definitions of a leader as furnished by Webster's Unabridged Dictionary are most interesting. According to Webster, a leader is defined variously as follows:

1: one who or that which leads as a person or animal that goes before to guide or show the way; or one who precedes or directs in some action, opinion, or movement especially

- (a) a guide, conductor.
- (b) one having authority to precede and direct, a chief, a commander, a captain.
- (c) one who precedes and is followed by others in conduct, opinion, understanding, etc., the chief as of a party or sect.

- (d) the front or foremost post in a file or ad-
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Contents of this issue are listed in Education Index

Rarely do park departments and school administrations have the opportunity to provide jointly for children and adults as they have done in Oklahoma City for the Carter G. Woodson Elementary School. The Park Board supplied the recreational area, 150 feet by 250 feet, and the Board of Education purchased a similar size adjacent lot on which the community school was built.

This building was planned as a semi-permanent type building for Negroes and as a learning laboratory for all members of the community. It was built at the cost of \$2.00 per square foot.

The educational and community problems of the Carter G. Woodson area were analyzed and the needs were determined as follows:

1. A place for community meetings with food service facilities and a play area.

2. An administration suite consisting of office, clinic, and teachers' room.

3. Sanitary facilities and a heating unit.

4. Four classrooms: a kindergarten and first-second grade room each approximately 1,140 square feet; one third-fourth and one fifth-sixth grade room approximately 920 square feet. Both of these rooms have flexible partitions and can be used for school assemblies and community meetings.

The architects, Sorey, Hill & Sorey of Oklahoma City, took these requirements and formulated the neighborhood school shown in plan.

The building is constructed for creative living with abundant space. Attractiveness and comfort were considered along with safety, sanitation, and health.

The building has an east-west axis with the clerestory windows on the north. Classrooms on the south side each have a separate door for easy access to the play area.

Each classroom has a sink, working cabinets, and movable, natural-finished furniture.

Other construction details:

Rigid frame.

Foundation walls—poured in place reinforced concrete.

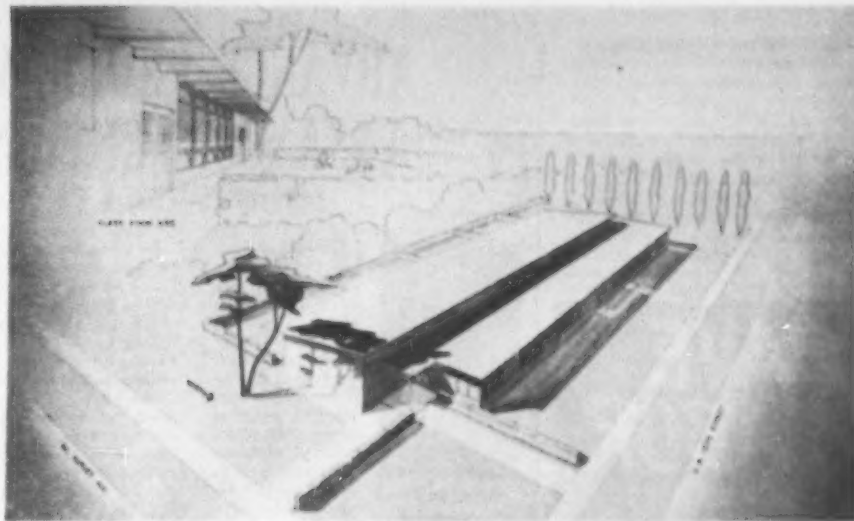
Floor—reinforced concrete.

Roof—composition, with an overhang. It is supported by a steel beam with wooden joists which are left exposed.

Exterior walls—wood.

Ceiling—exposed, white, sloping.

Windows—wood sash extending from sill height to ceiling, projected type; weather stripped.



Carter G. Woodson Elementary School

A SEMI-PERMANENT BUILDING WITH MANY ADVANTAGES

By FRED W. HOSLER

Superintendent of Schools, Oklahoma City

and N. L. GEORGE

Assistant Superintendent

Walls—plyboard, painted and varnished in attractive colors for eye ease and comfort.

Natural lighting—bilateral; artificial lighting—fluorescent, providing a minimum of 30 foot-candles.

Floors—asphalt tile.

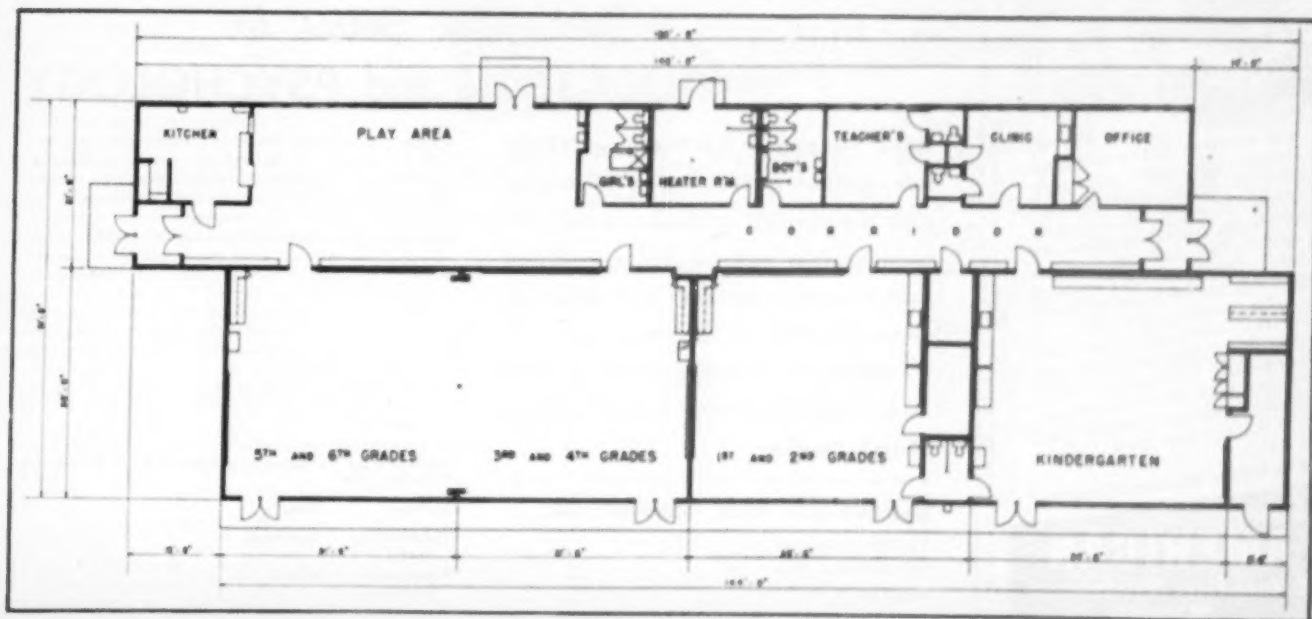
Exterior doors and frames—pine.

Interior doors—flush-type, straight sawed white pine.

Toilet room partitions—painted and varnished plywood.

Acoustical work—halls, playroom, and administrative suite have acoustical board on the ceiling.

(Turn to page 7)



I ASKED my second grade class the name of our President. Several of the students immediately answered, "Mr. Truman."

"How did Mr. Truman get to be President?" I asked. No one answered, so I went on, "How does anyone get to be President? Why couldn't I be President?"

Charles spoke up promptly, "You have to be smart."—Katherine Martin, Jonesboro, Illinois.

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ADVANCE PROGRAM AASA CONVENTION

February 25—March 2



John L. Bracken
AASA President

The big AASA convention in Atlantic City, February 25 through March 2, will be like a second homecoming celebration for most of the 12,000 school administrators, though of course with more serious overtones and implications than a college reunion brings forth. Convention theme for 1950 is "Education, Dynamic of Democracy."

This AASA convention has grown so large that only Atlantic City can accommodate all of the members who want to attend at once!

President John L. Bracken and his co-workers have booked outstanding speakers for the general sessions: Branch Rickey, president of the Brooklyn National League Baseball Club (Dodgers or "Dem Bums" to you and me) is featured at the Sunday vesper service at 4 o'clock February 26; Mrs. Franklin D. Roosevelt at the Sunday 8:30 session; Senator Margaret Chase Smith, Monday, February 27 at 9:30 A.M.; Beardsley Ruml, Tuesday, February 28 at 10 A.M.; Senator Wayne Morse, Tuesday, at 8:30 P.M.; John H. Furbay, director of Air World Education, and Norman Cousins, editor, *Saturday Review of Literature* Wednesday morning, March 1. (Speaker for the Monday morning general session announced at press time.)

The Associated Exhibitors take over the huge auditorium Wednesday, March 1 at 8:30 P.M., presenting their scholarship for graduate study to Norman Boyan of Harvard, and the American Education Award for 1950 to J. Edgar Hoover. Popular Fred Waring and his Pennsylvanians will provide the entertainment.

The exhibit of school supplies, equipment, and textbooks is expected to be the most elaborate so far shown, with each of the more than 275 exhibitors putting his best foot forward. Exhibits and registration open at 10 A.M. Saturday, February 25. (That's what the advance program says!)

Room B in the auditorium will undoubtedly be one of the busiest spots during the entire convention. It will house an architectural exhibit of school building plans and models from all parts of the country. A reliable advance estimate puts the probable number of plans and drawings at 250 at least. The AASA promises to have on hand an educational consultant to answer questions and interpret various aspects of the exhibit. The hospitality hour, when old friends meet and new friendships are formed, is scheduled for Monday, February 27, at 4 College dinners will be given Tuesday, February 28, at 6, and state breakfasts that same morning, most of them at 8 o'clock.

Sixty-four groups will meet half days over a four-day period with able leaders and discussants and, it is hoped, much audience participation, discussing pressing educational problems. Many of these meetings will be jointly attended by other departments of the NEA such as

the National Council of Chief State School Officers and the Department of Rural Education. It is expected that the four meetings devoted to "unfinished business" will be of great interest. No speeches are scheduled for these meetings. They will be open meetings for questions and answers. The list of topics follows:

Monday, February 27—2:30 P. M.

The Financing of School Buildings.
The Future of Teacher Salaries.
Effective Working Relationships Between Boards and Superintendents.
The Year-Round School.
Adult Education and Our Aging Population.
The Education of Handicapped Children.
UNESCO and the Schools.
Education and Certification of Teachers.

Adapting the High School to the Non-College Student.

Federal Responsibility for Pupils Living on Federal Properties and in Districts Burdened by Federal Activities.

Air-Age Education.
Meeting the Educational Needs of the Preschool Child in Rural Areas.

Using School Transportation to Enrich the Educational Program in Rural Areas.

The Superintendent's Role in Public Relations.

Unfinished Business: Personnel.

Tuesday, February 28—2:30 P. M.

Television in Education.
Community Groups and the Educational Program.

Study Councils and Their Contributions.

What the Schools Can Do for Conservation.

Intergroup Relations.
Inservice Education and Professional Growth of Emergency Teachers.

Guidance in Secondary Schools.
Functional Building Design for Modern Public Education.

Group Dynamics as Applied to Board

For more facts use Inquiry Card, SM-30

Announcing . . . McGraw-Hill's New Text-Film Series in EDUCATION and PSYCHOLOGY

Ready for release this Spring—THREE new motion picture series correlated with McGraw-Hill textbooks in the field of education and psychology—fifteen sound motion pictures and follow-up silent filmstrips of the same high quality and educational effectiveness as those other Text-Films with which you are already familiar.

Bowman's *Marriage for Moderns*—5 motion pictures, scheduled for release in January, on various problems of courtship and marriage—the choice of a mate, personality differences, competition between marriage and job, self-analysis, adjustment to married life.

Hurlock's *Child Development*—5 motion pictures, scheduled for release in February, on pre-natal development, principles of physical, motor, social and emotional development in children.

Sorenson's *Psychology in Education*—5 motion pictures on broader concept of learning, causes of emotional problems, motivating factors, and individual personality differences among pupils.

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Child Development	Institution
Psychology in Education	Address

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of Education and Staff Meetings.

The Place of the U. S. Office of Education in the Federal Government.

The Responsibility of the Board of Education in Public Relations.

Providing Specialized Educational Services in Rural Areas Through the County Superintendent's Office.

Removing the Causes of Non-Attendance at School.

Improving Practices in Driver Education.

Unfinished Business: Reorganization of the Curriculum.

Wednesday, March 1—2:30 P. M.

Constructive Experimentation in Elementary Schools.

What About Neighborhood Schools?

Camping Education as a Regular Part of the Curriculum.

Freeing the Superintendent for Educational Leadership.

Home and Family Living Education.

Human Relations in the Classroom.

Federal, State, and Local Financing of School Programs.

What Can We Teach About Atomic Energy?

Qualifying Secondary School Teachers for Elementary School Service.

Flash!

New president of the AASA, recently elected by mail balloting, is Warren T. White, superintendent of the Dallas, Texas, schools.

Business, Industry, and Labor.

Building Codes.

Leadership Opportunities of the Superintendent in the 12-Grade Rural School.

How Can the County Superintendent's Office Improve Working Relationships Between Rural and Urban School Districts?

Now Professional Organizations Can Promote Sound Public Relations.

American Education Overseas.

What About Extra Compensation for Additional School Services?

Unfinished Business: Competition Among Community Pressures.

Thursday, March 2—10:00 A. M.

How Can We Provide Elementary School Supervisors and Consultancy in Small School Systems?

Preschool and Kindergarten Education.

Clinic on New Gadgets and Ideas in Schoolhouse Construction.

Issues Affecting Health Service in the Public Schools.

Recruitment, Tenure, and Retirement for Teachers, Administrators, and Non-Teaching Personnel.

Child Growth and Development.

Report on Cooperative Project for the Improvement of the Superintendency.

Spiritual Values in the Public Schools.

Federal, State, and Local Cooperation in Construction of School Facilities.

The Economics of the Superintendency.

Educational Policies Commission Report: "International Tensions."

Evaluation of Teaching: Its Present Status.

Trends in Curriculum Construction in the Secondary School.

Improving Educational Opportunity Through Local School District Reorganization.

Relating the Educational Program to Community Life.

Cooperative Planning as a Basis for Public School Development.

Unfinished Business: Leadership in Public Education.

How Much for Textbooks?

HOW should school systems arrive at the amount of money to spend for textbooks this year?

We asked that question of Lloyd W. King, executive secretary of the American Textbook Publishers Institute. Here is his reply:

Superintendents of schools frequently write to this office to inquire what budget they should set up for the purchase

of textbooks for this year. We estimate that a school, in order to provide an amount of textbook materials equal to that provided in 1940, should increase its 1949-50 budget for that purpose by at least 85 percent over its budget of a decade ago.

In most places, however, school enrollments for 1949-50 will be increased. This fact, of course, should be taken into

consideration in preparing adequate budgets for text and reference books.

Here is the basis for our estimate: Arkansas recently released some figures which show that in 1947 the average price of a textbook under contract in Arkansas was 63 percent higher than it was in 1937.

Since 1947, experience indicates that labor costs for printing and binding have increased about 20 percent; paper costs about 22 percent; cloth about 12 percent;

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SEE—why the carbon arc gives you the richest, most vivid color!

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(Continued from page 5)

plate costs 21 percent; ink 15 percent. These increases have been accompanied by increased costs of operation including increased wages paid to employees by publishers, increased amounts paid in royalties, increased costs of business supplies, increased freight rates, and so on.

Textbook price increases have been vertical rather than horizontal in nature because increases have been made where necessary on individual books rather than

percentage-wise straight across the board. Textbook publishers have been slow to reflect adequately the increased cost of production because the field is so highly competitive. It is safe to say, therefore, that the price increases, generally speaking, have failed to keep pace with the increased costs of production and distribution.

PARTICIPATION in the school lunch program in the New York City

elementary and high schools has increased more than 100 percent in four years. Even so, only 39 percent of the 880,000 students take advantage of the program, according to Harvey Allen, school lunch director of the board of education.

He also stated that only 16½ percent of all students receive a complete lunch in school; only 23½ percent receive milk.

"This certainly leaves much to be desired," said Mr. Allen.

Democratic Leadership

(Continued from page 2)

vancing body.
(c) in various games, the first player.
2; a thing that leads or serves to lead, guide, or direct as
(a) a remark or question intended or likely to bring a response, especially of a particular kind; a leading remark, question or the like.
To the writer all of these Webster definitions add up to a leader as a stimulator of human beings. A good administrator does not "lay down the law" but rather tries to "carry out the law." The democratic administrator must be a working partner with each and every unit of the organization which he is administering. The democratic administrator is obligated to familiarize himself with all aspects of the educational program which is being offered. Special interests or specialized experience of the administrator must not serve as the basis of administrative judgments.

The democratic administrator must at the same time be highly impersonal and completely personal in his decisions. It is desirable that an administrator be as nearly impersonal as possible in attempting to arrive at a sound evaluation of proposals concerning recommendations made and services rendered. In other words the function of appraisal as nearly as possible must be rendered in terms of philosophical, that is, professional bases, rather than in terms of personal likes or dislikes.

Good Working Conditions

On the other hand, only in so far as the administrator is highly sensitive to the competencies, abilities, working desires, and preferences of individual staff members can the staff enjoy the essential opportunity of engaging in activities for which they are best qualified and hence the most eager to attack. After the educational program has been established and the specific details of the program assigned to qualified staff members, the basic obligation of the administrator is that of serving the staff toward the establishment of an environment in which adequate space in terms of size, arrangement, and comfort are available along with the essential material for effective work.

Parallel in importance with proper assignment and working conditions are salary, promotion, sick leave, vacation leave, and tenure policies. Administrators should be even more concerned with sound welfare and personnel policies than are the members of the instructional staff. Undesirable salary policies should be an item of action for the administrator long before the faculty is compelled to take action in connection with salaries.

The question may well be raised as to whether there are any methods or techniques of leadership. In a high school where the faculty enjoyed the active privilege of interviewing candidates for the principalship of the school which was open, one of the candidates for the principalship was asked if he was a democratic administrator. The candidate replied, "I try to be." The faculty then asked what techniques of democratic administration were used. With a smile, the prospective principal (who later was appointed to the position) replied, "Well, I listen, and I keep my office door open."

How powerfully suggestive and impressive were those answers. Listening, and an open-door policy, as well as expression of judgment, are some of the essentials for the practice of democratic administration and the exertion of leadership.

The qualities of appreciated, recognized, and therefore effective, leadership are personal qualities. The forms in

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which personal qualities are expressed must be individualistic and are therefore unique. The attempt to copy form of personal expression in either word or action in the exertion of leadership is likely to fall flat. Both administration and leadership are a process rather than collections of methods or techniques. Democratic administration and leadership essentially are processes of living and working together as members of an institution devoted to the rendition of services which will help human beings to develop in the ways in which they should grow.

A Semi-Permanent School Building

(Continued from page 3)

Hardware—bronze dull-chrome finish with panic devices.

Heating and ventilating—each room is connected to a central system. Gravity ventilation is used. The heating system is controlled by day and night thermostats. The showers for boys and girls have hot and cold water.

Telephone, clock, program systems, and fire alarm.

Chalk boards and bulletin boards—special slate painted with green paint.

555 Comic Books Are Rated

CINCINNATI rated the comic books, and Jesse L. Murrell, chairman of that city's citizens committee on evaluating the comic books, gives a complete account of the project in the February issue of PARENTS' MAGAZINE.

Of the 555 comic magazines, nearly 58 percent were judged suitable for children and youth, and only a little over 12 percent were termed "very objectionable." In the PARENTS' MAGAZINE listing all the comics are graded as follows: no objection, some objection, objectionable, and very objectionable.

The committee feels that wholesale condemnation of the comics is unwarranted.

Organizations represented on the committee were the University of Cincinnati, Xavier University, the University Woman's Club, public and parochial parent-teacher associations, the Boy Scouts, the Girl Scouts, Y.M. and Y.W.C.A., the playground group, the juvenile courts, the Council of Churches, the libraries, the private schools, and the three major religious groups—Protestant, Catholic, and Jewish. About one-third of the members of the committee were men.

"It must be assumed that comic books are here to stay," states Mr. Murrell. "Therefore, it seems wise to take such steps as will offer the greatest promise of improvement. And the key to improvement is public opinion. If parents and organizations set an example of selective buying it will soon be felt and heeded by the publishers. That is better than resorting to legal regulations and ordinances."

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For Good Relationships

SUGGESTIONS for developing good workable relationships with children in the classroom were presented to the teaching staff of the West Lafayette, Indiana, public schools by their superintendent, William Floyd. Said he:

1. Plan ways by which you can express deep appreciation, sympathy, and understanding of each child and of the group as a whole.

2. Plan more personal contact and individual talks with children who feel aggrieved or with children who are misbehaving. Try to discover the cause. Then plan a course of action to eliminate the cause of unhappiness or misbehavior.

3. In cases of individual and small group misbehavior or bad faith, spend time to determine offender or leader of offense. Refrain from group punishment.

4. The more time you spend and the greater success you achieve in planning group action and group activity the less time you will need to spend solving group problems. Carefully planned and efficiently executed classroom procedure is conducive to good attitudes and good faith on the part of children.

5. Spend more time giving children your approval for their achievements, good conduct, and conformity. Spend less time pointing out failure and less

For more facts use Inquiry Card, RM-30



Fluorescent lights and 70 mm. film combine to give a larger and clearer head and shoulders view, as used by White Rose Studios shown here at Calvin Coolidge Jr. High School, Moline, Ill.

School Photography Can Be QUALITY, Too!



Retouching, a special White Rose feature, was heretofore seldom used by large-scale school photographers.



Students and parents find more satisfaction in quality portraits of studio-calibre as practiced by White Rose.

One of the oldest commercial enterprises which finds its way into our schools every year is the travelling school photographer. Perhaps too often we think of him as the "here today, gone tomorrow" person who keeps shouting "Next" faster than the pupils can take their pose.

However, out of old-time, assembly line methods is emerging a vastly superior type of photography which does represent the scientific know-how of quality portraiture. For example, the White Rose Studios, nationwide school photographic concern of Mendota, Ill., has been recognized by leading schools from the midwest to the Pacific coast as offering studio-calibre work.

Using fluorescent studio lights, and 70 mm. film rather than the usual 35 mm., White Rose photographers are able to achieve "quality." They school their specialized personnel on how to put young subjects at ease for more "natural" results. Very important, they actually retouch all school photos!

Further satisfaction is found in the White Rose policy of returning for a second call to photographic absentees from their first visit.

Full information on free sets of prints for records and yearbook will be sent you promptly on writing:

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(Continued from page 7)

quality of work or lack of uniformity.
6. Plan more class and individual procedure to encourage each child to improve on his last efforts. Plan less class activity in which there is competition between children with varying abilities and aptitudes.

7. Plan more incentive to encourage children.

8. Execute punishment as sparingly as possible, especially for achievement failure.

ure. When a child is kept after school, the family should be notified ahead of time, to avoid worry and inconvenience.

Teacher had called on Johnny's mother and told her that Johnny wasn't cooperating to the fullest extent in helping his education along. After the teacher left, his mother asked Johnny for an explanation. "Well, it's like this," he said, "she just doesn't teach anything I want to learn."

SCHOOL PLANT MANAGEMENT BIBLIOGRAPHY

Compiled by N. E. VILES

Specialist for School Plant Management

U. S. Office of Education, Federal Security Agency

Part Three of a Three-Part Article

This bibliography was selected from publications usually available to school administrators. Primarily it covers

the five-year period from July 1944 to July 1949, although a few extra references are included which are of special significance outside these dates. Initials listed below indicate the publications mentioned:

ASJ for *The American School Board Journal*

ASU for *The American School and University*

NS for *The Nation's Schools*

Saf. Ed. for *Safety Education*

SBA for *School Business Affairs*

SE for *The School Executive*

SM for *SCHOOL MANAGEMENT*

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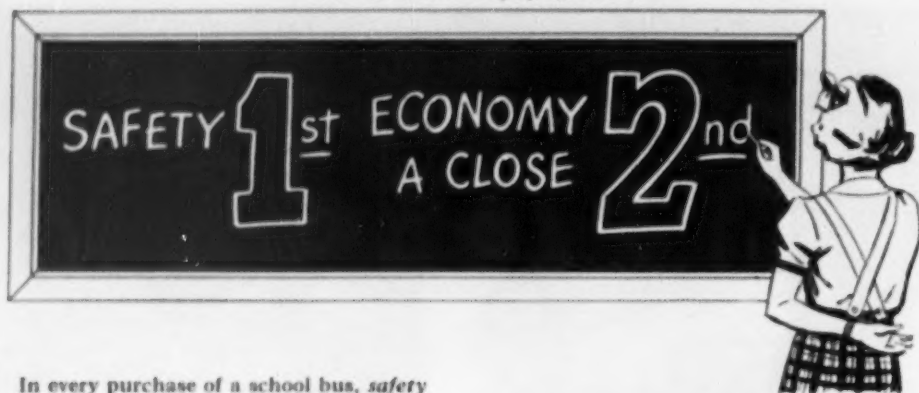
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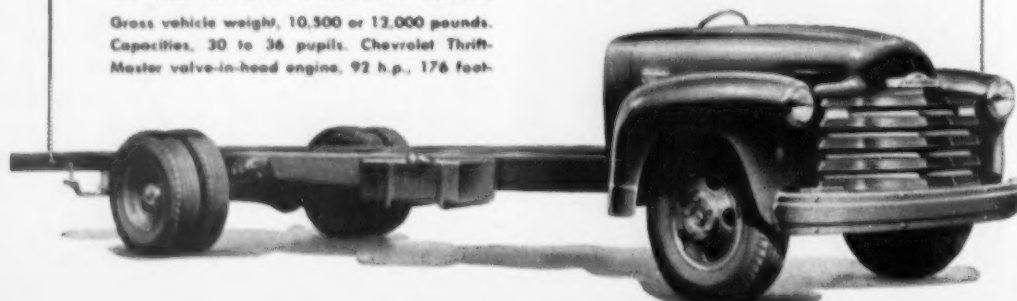
161-INCH WHEELBASE SCHOOL BUS CHASSIS

Gross vehicle weight, 10,500 or 12,000 pounds. Capacities, 30 to 36 pupils. Chevrolet Thrift-Master valve-in-head engine, 92 h.p., 176 foot-

pounds torque (pulling power) under 35 m.p.h. governed speed.

137-INCH JUNIOR SCHOOL BUS CHASSIS

Gross vehicle weight, 7600 pounds. Chevrolet Thrift-Master valve-in-head engine, 92 h.p., 176 foot-pounds torque (pulling power) under 35 m.p.h. Capacity, 16 pupils.



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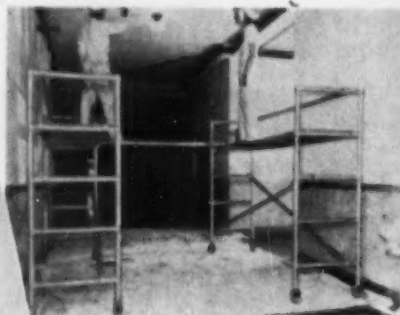
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Insulux Prismatic Glass Block panels control daylight in new Augsburg College & Theological Seminary, Minneapolis. Architect: Lang & Raigland, J. A. Brunet and A. T. Lang Associates, Minneapolis, Minnesota.

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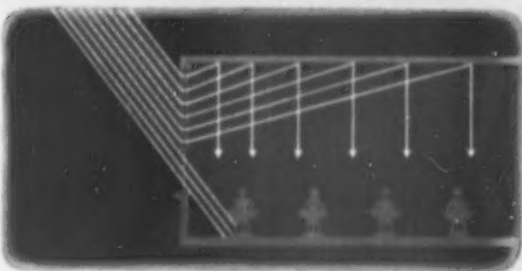
*Insulux Fenestration: Light-directing glass block above a clear glass vision strip.

THERE are many good reasons for specifying Insulux Fenestration for daylighting in school classrooms. Outstanding ones to jot down and remember:

- Prisms inside light-directing glass block bend the daylight up to the classroom ceiling which reflects it down onto the working surfaces.
- Because glass block directs the major portion of the light above the horizontal, its surface brightness is low, and shades over the panel are unnecessary.
- Light-directing glass block distributes daylight evenly and controls daylight illumination so that brightness ratios are low and seeing is made easy.
- Windows below light-directing glass block provide ample vision and ventilation.

Full information about light-directing glass block can be had by writing to the makers, American Structural Products Company, a subsidiary of Owens-Illinois Glass Company. Pioneers in daylighting, this company developed a light-directing glass block as early as 1937, and currently maintains a daylight research laboratory at the University of Michigan.

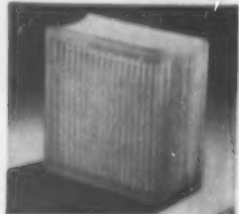
ADDRESS: American Structural Products Company
 Dept. G-185, P.O. Box 1035, Toledo 1, Ohio



Drawing shows how Insulux light-directing glass block bends incoming daylight to ceiling from where it is reflected to children's work surfaces. Daylight distribution is more uniform; contrasts throughout the room are lowered. Since most of the daylight is directed upward, the panel has a low surface brightness, and shades are not required.



DIRECTS DAYLIGHT



Photograph of light beam through Insulux light-directing glass block.

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A DRAMATIC foretaste of the tremendous educational opportunities inherent in theater television, newest of mass communication media, was recently presented in New York. Morning sessions of the General Assembly of the United Nations were presented instantaneously on the 15 x 20-foot TV screen of a movie theater for 4,000 Brooklyn junior high school students. The New York City Board of Education authorized release of the students from their regular classes so that they might witness the historic program.

The event, representing the first use of theater television for educational purposes, made the 4,100-seat theater temporarily the world's largest classroom.

JEFF
SAYS



One school dismisses employees for inefficiency, immorality, insubordination, reporting for work while intoxicated, stealing, or any other sufficient cause. I would add to good reasons for dismissing a custodian incomplete combustion. Much of the fuel used in school plant heating is wasted because the custodians do not make a study of the proper setting for stokers, or the proper amount of air to be admitted to the fire box for the complete burning of the fuel. . . .
 Julius Barbour.

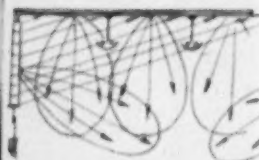
Class mates... Wakefield and The Coordinated Classroom

In installation after installation, Wakefield lighting equipment has shown its ability to meet the requirements of the Coordinated Classroom developed by Darrell B. Harmon.

Harmon's first experiments at Rosedale School in Austin, Texas, proved the peculiar fitness of Wakefield luminaires, and ever since, wherever the Coordinated Classroom has been installed, or has been presented at School Lighting Clinics, the artificial lighting has always been: **WAKEFIELD**.

During recent years while this revolutionary concept was being demonstrated to educators, architects, lighting engineers and the medical profession, Wakefield lighting specialists were setting up demonstration classrooms in all parts of the country, and in the process acquiring a considerable store of practical experience which is available, without any obligation, to school officials. For definitive information and assistance, and for the name of the Wakefield lighting specialist nearest you, write to

THE F. W. WAKEFIELD BRASS COMPANY — VERMILION, OHIO



On Lighting the Coordinated Classroom According to Harmon

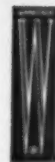
For OPTIMUM LIGHTING, providing a "smooth" distribution of light on horizontal, vertical, and other plane working surfaces—well inside contrast and other tolerances of the eyes—but also providing adequate modeling shadows for three-dimensional seeing—the room must be illuminated as a "light solid" with the light apparently coming, by diffuse transmission or reflection, from above working eye level. The ceiling should seem to be the primary source, with the upper portion of walls or windows making the apparent secondary sources, increasing in brightness in an upper direction to blend with ceiling brightnesses.

The STAR is a finely engineered, ruggedly built unit with great ultimate investment value because its efficiency remains high for many years with minimum, economical maintenance.

The Wakefield STAR is a luminous indirect fluorescent luminaire which provides the three dimensional distribution of light recommended by Harmon.

Wakefield Over-ALL Lighting

BASIC FOR COORDINATED CLASSROOMS



Organizing a Staff Into a Team

By RICHARD H. STOTTLER

Educational Coordinator, Business Management Unit, Midtown Business Center, City College of New York

Part Two of a Two-Part Article

Give the staff progress reports. They don't have to be formal, but they should be informative. They don't have to be detailed, but they do have to give a sense of direction. They don't have to be issued on a schedule, but they should be frequent enough to remind the staff of the purpose, and where they stand in relation to it.

When students graduate from your school and make good at college or in their work, it is a matter of interest and concern of the entire staff. In your school you are not only the administrator, but you must be the reporter as well.

Know the Facts

Here are some simple matters about which you, as the administrator, ought to keep yourself informed so that you can use the data whenever it is appropriate:

1. Is scholastic attainment of the students in your school

Excellent__ Good__ Average__ Poor__

2. How does the community feel about your school meeting its educational needs?

Excellent__ Good__ Indifferent__ Poor__

3. How does the staff of your school respond to suggested changes?

Excellent__ Good__ Indifferent__ Poor__

4. How would you rate your staff morale?

Excellent__ Good__ Average__ Poor__

5. How do you rate student opinion in your school?

Excellent__ Good__ Indifferent__ Poor__

6. How does the board of education feel about your staff and the job it is doing?

Excellent__ Good__ Average__ Poor__

It's not enough for you to have the information. You must pass it along.

You know your own situation best. What items would a staff member want to know that would give him a greater sense of achievement because of his identification with your school? Write these down.

Information is so important to people that when they haven't the facts they invent them. If you leave a vacuum, you can be sure that rumors will move in.

Counteract Rumors

It is the administrator's job to pass along the truth, and it's his job to counteract scuttlebutt and washroom fantasies. That means that lines of communication have to be kept open. Contact with the staff must be close enough so that members come to you with such rumors as the following:

1. There will be a cut in staff.

2. The board of education is cutting the budget.

3. Staff discipline is going to be tightened unreasonably.

4. Student-teacher relations are strained.

5. Some staff members are accused of unethical practices.

6. Confidential staff information is leaking out before it is prepared for release.

Rumors of this kind can break up a team, cause friction among the members of any organization, make them lose sight of the team's objectives, or make them feel that the objectives are valueless. How to handle rumors is a problem by itself. But, you can do a lot to stop rumors from starting by keeping people informed.

Keeping track of the score is a two-

way proposition. You have a lot to tell people about how things are going and ought to go; and they have a lot to tell you. The army and navy always briefed their teams, but they also held critiques so that they would have firsthand information regarding the success or failure of the operation.

Many a football game has been won in the huddle, when one of the line told the quarterback to "Run this one through me; my guy's about bushed."

A quarterback calling the signals can sometimes get plays started faster or catch the other team off balance, but many a coach sticks to the huddle for the benefit of having 11 heads together. There's a boost to morale that comes from bunching up and rubbing shoulders, even though you are doing little more than presenting a plan that has already been decided upon, or reporting facts that can't be changed.

The "open door policy," staff meetings,

and departmental confabs are as effective in school as the huddle is in football. Of course, you can't turn the day into a series of meetings, but when a situation comes up that involves several staff members, provide them with an opportunity for talking it out. Some schoolmen look for opportunities to do this, because it emphasizes the team idea.

A job problem may be pretty small and you may have the solution right at hand. But maybe you can put the situa-

For more facts use Inquiry Card, SM-116

REPORT CARD

HORACE MANN SCHOOL

REPORT ON:

J&L JUNIOR BEAMS



J&L
STEEL

Left—Workman easily guides notched Junior Beam into place during construction of Horace Mann School.

Below—Completed school showing clean functional design and unique cantilever construction.

Remarks: **J&L STEEL JUNIOR BEAMS** solve unique design problem **AT LOW COST**

At the Horace Mann School in Warren, Ohio, J&L Junior Beams have again demonstrated that they can do a better job in unusual applications, as well as in ordinary styles of buildings.

Notched over lintel beams and cantilevered three feet beyond the outside walls, J&L Junior Beams support not only the roof but also an attractive permanent sun shield over classroom window walls.

Because of their versatility and adaptability, J&L Junior Beams go far towards meeting the demands of today's builders. They cost less to buy and less to erect. At Horace Mann, Warren Engineering Company, who erected the school, assisted by J. A. McMahon, Ltd., Niles, Ohio steel fabricators, has found that lightweight, 12" Junior Beams,

30 ft. long, may be easily raised, placed and bolted directly into place by three men with the aid of only a hand-operated winch.

This means *dollars saved*—through speed of erection, elimination of secondary operations, and ease of handling. Yet in light structures, J&L Junior Beams often offer all the advantages of heavier structural members.

Junior Beams, made exclusively by J&L, are the lightest weight hot-rolled steel beams available.

In schools, office buildings, apartments, residences, industrial buildings, hospitals, and other light occupancy structures, J&L Steel Junior Beams offer the modern builder many advantages. They are economical . . . fire-safe . . . rigid . . . shrink-proof . . . termite proof

. . . easy to install . . . low in maintenance . . . and are permanent.

ARCHITECTS • BUILDERS • CONTRACTORS

It will be worth your while to follow the lead of Arthur F. Sidella, architect for the Horace Mann School, Warren S. Holmes, consulting architect, and William C. Fisher, structural engineer on the job. Send for descriptive literature and engineering data on J&L Steel Junior Beams and J&L Junior Beam floors.

USE THE COUPON

Jones & Laughlin Steel Corporation
451 Jones & Laughlin Building
Pittsburgh 30, Pa.

Please send me a free copy of your new booklet on J&L Junior Beams, "SKYSCRAPER CONSTRUCTION FOR EVERY BUILDING".

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COMPANY _____

ADDRESS _____

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Organizing a Staff Into a Team

(Continued from page 13)

tion to use in building team spirit. It may give you just the occasion for a group discussion in which you can emphasize purpose and give a progress report.

For instance, the guidance director in charge of a group of clerk-typists responsible for recording and filing student cumulative records, finds the files are a

month behind. He decides that a rearrangement of the working area would speed things up, but he wants to get added effort from his staff.

He calls the group together and says, in effect, "We're off the beam. One of our best school counselors tells me that the cumulative records of the sophomore class aren't up to date. She couldn't find

records she was looking for. Now these counselors rely on us to have all student records available and up to date. If we don't have them available and properly filed, the effectiveness of our entire guidance program is lost and our students are not getting the type of counseling which they are entitled to. Our counselors can't help the students adequately without up-to-date records. What can we do about it? Any ideas?"

A number of ideas may be presented,

including the rearrangement of the files. But before that meeting adjourns, even the most thoughtless have been reminded of the department's purpose and function; its relation to the school; its relation to the students; and to the community which expects adequate service for its children.

Not every question should be brought up in group discussions. Here are some simple rules worth keeping in mind:

1. The subject that is up for discussion should be of real interest to everybody. Otherwise you're wasting people's time—and, perhaps, worse—boring them.

2. People should be called together only if you feel that they can make a contribution, or will benefit from the meeting by getting a sense of participation in the team.

3. If you are holding a discussion with only part of your group, be sure that nobody is slighted.

Being part of a team is a good feeling; but a person wants to know where he stands in relation to the team, wants to feel that he is of value to it.

Establish Team Spirit

First of all, you want to keep reminding each person that he is on the team. That doesn't call for lectures—in fact, they would probably do more harm than good. But language is a useful instrument. Used rightly, it can work wonders.

Whether you are talking to individual members or the group as a whole, use team words—words like we, us, our. Almost any direct order (except those given in emergencies or to problem personalities) can be translated into those words—and it won't sound forced.

For instance: "Miss Blank, please make an extra effort to get out your attendance reports," translated into team words becomes "Miss Blank, the district superintendent has been saying that we are among the last to get our monthly attendance reports in on time. How about your talking with the rest of the home-room teachers, and see if we can't get our reports checked and in his office before other schools?"

Your language should always be slanted toward the idea that "our success depends on you." Team words are little words for the most part. You have to make them big in your daily vocabulary.

Don't let your staff forget that they belong to the team. Don't let them slip out of the circle. Bring the sensitive, shy, or timid workers into the group discussion by asking them questions you know they can answer. Ask for their ideas, always indicating that they are contributing to the whole group in giving them.

Tactful Approach

With any type of work in the school system, you can safely raise most questions in terms of group needs. Example, a question directed to the custodian: "John, the board of education has been thinking that you fellows would get a break if we purchased duo-electric scrubbing machines. You've worked with them before. What do you think—do they hold up well?" John may not have any ideas of his own, but you've given him one—that he's a respected member of the team.

Nobody can be a good team member if he is in doubt as to where he stands. Let him know your opinion of his work.

If you have to criticize him, don't do it in the presence of his teammates. It will hurt his relationship with them, make it harder to work in harness with them.

If he does a good job, he wants appreciation. Use praise and expressions of approval as another means of creating team spirit. Here are some suggestions for doing it:

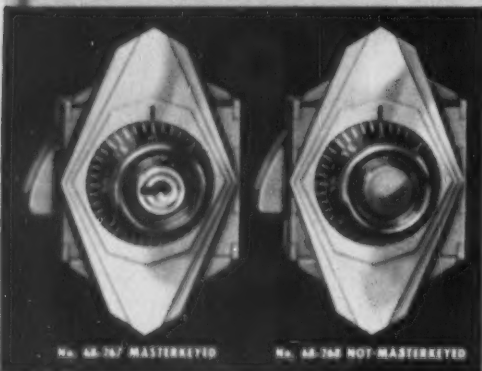
1. Link a man's personal success to the activities of other members of the team.

For more facts use Inquiry Card, SM-130



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of the lockers that you
intend to purchase

look especially for
National Lock
Built-In Combination Locks



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Lock Division

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FREE! Write for new free illustrated booklet, "The Co-ordinated Classroom," by Darrell Boyd Harmon, covering all factors of completely co-ordinated classroom environment.

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Branch Offices and Distributors in Principal Cities
Manufacturers of School, Auditorium, Church, Theatre,
Transportation, Stadium Seating, and Folding Chairs

While praising him, get in a word of appreciation for the others who helped. The school principal tells the chairman of the PTA who has successfully run off the annual meeting: "That was a splendid job of getting all those parents out and you deserve a lot of credit for it. And, how did you like the cooperation from the home economics department? You know Miss Zero and her senior girls nearly broke their backs working to prepare that buffet lunch."

2. Word your praise so that the team idea comes through. Treat the teacher's individual success in terms of its contribution to the group. "Jim's coaching this year put our school in the headlines." Notice that team word "our."

3. Work purpose into your praise. It isn't enough to tell a man he is good. Tell him why he is good—because he helped to accomplish the purpose. Jim's coaching was important because it attracted favorable publicity. "If we had more like him, there would be no shortage of funds to expand our physical education department."

4. Give a good man publicity among his fellow workers. If someone does a good job, praise him in the presence of others. You don't have to call a mass meeting about it, but let others know. You are passing up a good opportunity if you take the man aside to congratulate him. *Reprimand in private, but praise in public.*

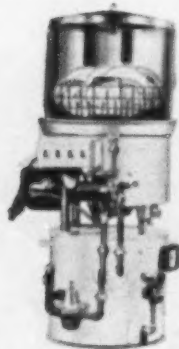
5. Encourage the others to join in offering congratulations.

Building team spirit is not a job you can start, finish, and forget. To keep the team effective, you have to keep coaching. That's why a ball team is always practicing; is always training for teamwork. You can never relax in giving your staff purpose; in keeping members posted on the score; in selling each individual on his own contribution.

Author's Note: This paper was adapted with permission from the publication, "How to Line Up a Team," prepared by the Associate Membership Division of the Research Institute of America, Inc., 294 Madison Avenue, New York 17, New York, 1967.

NEW CAFETERIA EQUIPMENT

Use the SCHOOL MANAGEMENT coupon on page 29 or the Inquiry Card. Indicate key number of item about which you wish to receive further information.



New Dishwasher-Boiler SM-431G
Sanitary tableware is guaranteed by the new Jackson Model 1-AR combination dishwasher-boiler. This machine makes its own constant supply of 180-degree hot water. The insulated, gas-fired boiler is an integral part of the machine and takes up no extra space. Only one water inlet is needed, either hot or cold. The gas-line extension can be made from a kitchen range. Boiler has thermostat control

and pressure and relief safety valves.

The double-revolving spray dishwasher has revolving hood which permits straight-through or corner operation.

Cream of Chicken Soup SM-432G

A new delicious soup now available to schools and other institutions in convenient 50-ounce size cans is Campbell's cream of chicken soup. Eleven other kinds of Campbell's soup available in the 50-ounce size cans are Bean with Bacon,

Beef Noodle, Chicken with Rice, Chicken Noodle, Clam Chowder, Consommé, Cream of Mushroom, Green Pea, Tomato, Vegetable, and Vegetable-Beef.

Folding Tables SM-430G

Gymnasium, classroom, or corridor can quickly be transformed into a lunchroom with Erickson Fold-A-Way Tables. A wall model can be installed in new buildings or places where wall space is available. It folds to a depth of less than 4

inches, or can be completely recessed. Standard length is 8 feet.

The portable model can be adapted to any area. It is useful in domestic science rooms, kindergartens, and classrooms during morning and afternoon hours. It is made in standard 12 and 14-foot lengths which fold compactly for easy transportation. On both models the benches are attached and fold with the table at a single motion by one person. Manufacturer is Haldeman-Langford.

For more facts use Inquiry Card. SM-14G



**QUIET,
PLEASE.... minds at work!**



It's difficult for a student to study or for a teacher to teach in noisy, distracting surroundings. Both attention and concentration lag when unwanted sounds form a constant, irritating influence.

That's why more and more schools are giving their faculty and students the permanent quiet and comfort they need for effective instruction and learning. At very modest cost, modern sound conditioning immediately quiets any hallway,

classroom, auditorium or cafeteria—for good!

Acousti-Celotex Sound Conditioning ceilings can be quickly, easily installed to suit any specification or building code. No special maintenance is required.

Do as thousands of schools have already done. Contact your local distributor of Acousti-Celotex products for an expert, free analysis of your sound conditioning requirements.

ABOVE:
This new library at the June Addams Junior High School in Seattle enjoys built-in quiet with Acousti-Celotex sound conditioning.

WRITE NOW for his name and for your free copy of "20 Questions and Answers on Sound Conditioning." The Celotex Corporation, 120 S. La Salle St., Chicago 3, Ill. In Canada, Sound Equipments, Ltd., Montreal, Quebec.



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SCHOOL LUNCHROOM DEPARTMENT



HOW much simpler this food service business for school cafeterias and lunchrooms would be if we knew in advance exactly how many youngsters and teachers we would serve in each school each day; if we knew exactly how many "bringers" and "buyers" to expect; how many would buy just a bottle of milk; how many the special lunch; and how many just hot soup, or a vegetable, or dessert to supplement what they bring from home!

I remember a job I once held managing a college dormitory where only a set menu was served. There were just as many problems of menu planning, food preparation and serving, and satisfying our patrons as there are in our school cafeterias. But whether you serve a set menu, a special lunch, or several selected food items, canned foods offer many advantages.

Today there are more than 350 varieties of canned food products. The grades for canned vegetables are commonly designated as fancy, extra standard, and standard. Fruits, however, are graded fancy, choice, and standard. Usually the grade is not stated on the label, especially where canners or distributors have established their various brand names to denote definite quality levels. Usually the name of the firm itself denotes their highest quality, with the other grades being indicated by other names. In purchasing canned foods, familiarize yourself with the other information given on the label, besides the name which denotes the grade. Modern canned food labels contain descriptions of the style of pack, size, maturity, seasoning, and number of units the can contains.

If you have never visited a canning factory, either large or small, you really have missed something. Such a trip is very much worth your while. One home economist who visited a large well-known factory couldn't believe that the entire plant was really as clean and spick-and-span as it seemed to be on the surface. Finally she dropped back from the group, stepped between two rows of stacked

cases of canned goods and ran her white gloved hand over the top of the highest case in the stack. Her face was really a picture of disbelief, amazement, and some chagrin at finding her glove unsoiled.

In this particular factory, each food handler's hands are inspected daily for cuts, sores, or other breaks in the skin. The food handlers are given manicures and other hand-care treatment free at regular intervals. The workers' uniforms, caps, gloves, and shoes are all spotless and very, very clean. In addition to air conditioning, this factory has a built-in vacuum cleaning system which keeps the air clean at all times. Such extra cleanliness cannot be achieved and maintained just for visitors. It must of necessity be an everyday practice.

In any food service there is place in the budget, menu planning, food prepara-

tion, and serving for fresh, frozen, and canned foods. Just what proportion of each you use and buy depends on several factors in your particular organization. A few of these are: number to be served, number of employees, selling price of food, volume of business, stability of volume of business, your source of supply, your storage facilities, delivery schedule from your vendors, and your budget. Other factors pertinent to your own set-up will no doubt come to mind.

In the Cleveland Heights school cafeteria system, attendance at the cafeterias is voluntary. Since we have nine elementary schools, which are located so that the children are within walking distance of home, our volume of business in these schools especially fluctuates from 100 to 300 percent depending on the weather.

In the junior high schools the fluctua-

tion is not so great, but many youngsters leave the schools on fair days to buy a soft drink or some other favorite item at the corner store. At the high school many students drive cars and leave the school grounds at noon while others frankly admit they go to the corner so they can smoke. However, on a rainy or stormy day the numbers in these schools increase too, and of course without warning. With a supply of various kinds of canned foods on hand we are always equipped to take care of this additional food service.

Canned foods are cooked foods and only need to be heated to be ready for use in a matter of minutes. This is only one of the reasons why we use many different kinds of canned foods from soups through the canned meats and other main dishes such as beans, spaghetti, macaroni and cheese; fruits and vegetables for salads, and fruits for dessert. Not only do canned foods give us a reserve supply of top quality foods, but they also furnish a staple portion of our regular menu.

Then, too, the labor saving is an item of great importance these days. On days when our business increases we can serve all those additional students with no additional help in the kitchens. On normal days the hours which would be spent in preparing the foods we buy canned amount to a saving too.

We also know exactly what quality we can expect each time we open a can of food; we know the price per case, per can, and per portion of these canned foods. As far as the nutritional value is concerned, reliable studies in research and testing show us that canned foods are equally as valuable as fresh foods in their major food constituents such as protein, fat, and carbohydrates. Those products to which sugar or syrup are added during canning consequently have higher food energy values than fresh foods, unless equal amounts of sugar are added in the preparation.

Modern canning practices employ many procedures to protect the vitamin and mineral content of the food. In the can-

CANNED FOODS HAVE MANY ADVANTAGES

**They save labor. There is no spoilage loss.
We know exactly what quantity to expect**

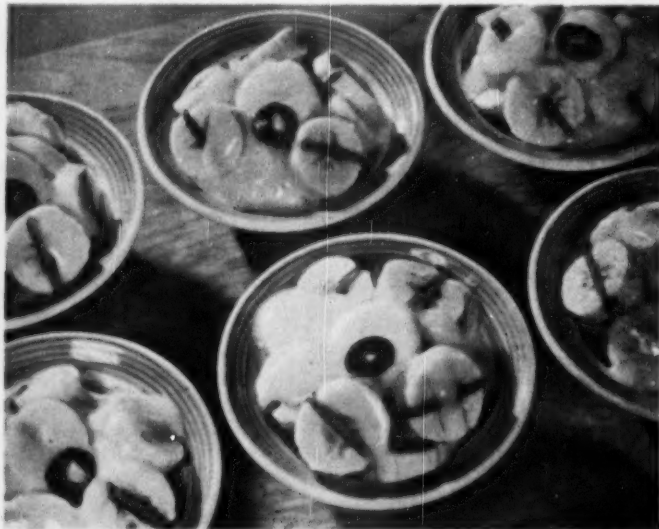
By MARY FARNAM

School Management's School Lunch Editor

Very jellied salad shapes and accompanying fruits and vegetables



Peanut butter and banana custard is delicious, simple, pretty



ning procedures, foods are cooked in the sealed container by the heat process. As a result, the liquid in which the foods were cooked and which contains the extracted vitamins is retained within the can. This is one of the reasons why all the liquid in canned foods should be used. In heating vegetables for example, the liquid should be drained off and boiled quickly to reduce the amount. Then add vegetable and heat quickly. Or instead of reducing the liquid in the can, save it and use it for soups, sauces, gravies, vegetable cocktail, or in place of water in gelatine mixtures.

Canned foods are not subject to loss from spoilage. We have excellent refrigerator space and frozen food boxes in our cafeterias, but we do lose food occasionally through a breakdown of the refrigeration units, or through spoilage of fresh foods which perhaps were too ripe when purchased or not used fast enough. Such a loss costs money. It upsets our foods cost in these days of very high food prices.

In the buying of canned foods there are basic principles which will simplify and improve food production. These are:

1. Buy the highest quality merchandise available that will best suit your particular needs.

2. Set the standard you want for the merchandise you buy.

3. Examine, test, taste, and evaluate the merchandise before buying it, and after delivery.

4. Buy only reliable brands and from firms having known integrity. "Bargains" are most always expensive.

5. Although many experts no longer agree that contract buying for a period longer than 60 days is wise, I believe that once you find a brand and quality and grade of canned goods you want to use, you should buy it. Then you are assured of uniformity of product, day in, day out, of price and portion. (Spot buying has advantages if the buyer is experienced and has expert judgment.)

Canned foods have many advantages for various uses in school cafeterias, large or small. Their use facilitates food production because less preparation time is required, the quality remains standard, costs need only be figured once, and a reserve supply is always on hand to meet fluctuations in the volume of business. Do not take canned foods for granted. Like any other food, careful selection, preparation, and serving will pay you dividends in time and money saved, and good nutritive food value served.

SOUPS

Larger cafeterias can add interest and variety to the soups served by adding a canned soup to the stock to give a different blended flavor. Serve canned soups alone or in combinations.

Here are some suggestions for soup combinations, some of them very hearty.

Cream of Tomato and Corn Chowder	Ox Tail and Cream of Spinach
Chicken Gumbo and Cream of Mushroom	Chicken Noodle and Cream of Mushroom
Vegetable Beef and Cream of Asparagus	Green Pea and Tomato
Bean and Scotch Broth	Beef Noodle and Cream of Asparagus
Black Bean and Mushroom Broth	Green Pea and Consomme
Chicken and Cream of Spinach	Tomato and Clam Chowder

To make a protein-rich serving, when only soup is served, sliced cooked egg may be added to such cream soups as asparagus and spinach. Cooked sausage balls, sliced, cooked frankfurter rings, sliced Vienna sausage, minced clams, cubed cooked ham, deviled ham, or slivers of luncheon meat are also hearty additions for soups.

The following free material contains helpful and interesting information on canned foods:

From The American Can Company, Home Economics Section, 230 Park Avenue, New York 17, N. Y.:

1. The Canned Food Handbook, Third Edition, 29 pp.

2. A Word About Tin Cans, 11 pp.

3. Appetizing Recipes from Canned Foods, 43 pp. These recipes are in household quantities, but can be adapted for large-quantity use.

4. Package of Large-Quantity Recipes. From National Canners Association,

Home Economics Division, Washington 6, D. C.:

1. School Lunch Recipes Using Canned Foods, 1949, 23 pp. Each recipe indicates the amount of the particular type of food supplied to fit the Type A lunch pattern.

2. Canned Food Tables. Gives the nutritive values of average-size servings of canned foods, and the servings per unit for various canned foods in common can and jar sizes.

From American Dry Milk Institute,

For more facts use Inquiry Card, 8M-150



How to "map" a nutrition campaign

Take one capable "Chief of Staff" and a group of willing recruits... one map of the United States plus a display of food... and you'll have the ingredients for an effective phase of a nutrition program. Objective: to encourage pupils to select a well-balanced meal in the school lunchroom.

A daily table display in the corridor previewing the menu being served becomes the basis for a pre-lunch discussion of the nutritional value of foods on the menu. To tie together studies of nutrition and geography, the children run ribbons from cut-out models or actual displays of food to the important areas where the principal ingredient of each food is produced. Seeking out these geographical locations makes an engrossing classroom project. The inclusion of breakfast and dinner menus, as well as the school lunch, in classroom discussions helps show that the "basic 7" foods are a daily requirement of good diets.

To arouse school-wide interest in the program, the table display may be assigned to a different class each week and an award given for the best one.

For more information on this suggested program or for further assistance in maintaining or introducing nutrition studies in your classroom, write: Education Section, Department of Public Services, General Mills, Minneapolis 1, Minnesota. Comprehensive plans, ideas and materials are available immediately.

FURTHER SUGGESTIONS FOR USING SCHOOL LUNCH AS A LABORATORY

Menu Planning Board:

select a pupil from each class

Lunchroom Monitors:

to check foods not eaten
to place milk on trays
to keep lunchroom neat
to assist servers

Mimeograph Committee:

to print weekly menus for parents

Decorating Committee:

to make colorful place mats
to put nutrition posters on lunchroom walls

General Mills

MAKERS OF
Enriched Flour, Instant Cereals, Animal Feeds,
Dairy Alternatives, Vitamin Products

Copyright 1950, General Mills, Inc.

Use of Canned Foods

(Continued from page 17)

Inc., 221 North La Salle Street, Chicago
—Quantity Recipes Using Nondist Dry
Milk Solids. Bulletin Number 503, 1947,
64 pp.

From H. J. Heins Company, Hotel
and Restaurant Division, Pittsburgh 30,
Pennsylvania—Quantity Recipes Using
Heins Condensed Soups.

See Column 4 for Recipes

Parma Tells Parents

MOTHERS! Fathers! Citizens! In-
formation for you. . .

These are readers attracted by the cover
of the booklet "Looking Forward with
the Parma Public Schools," issued by
the Parma, Ohio, superintendent of
schools. It is sober, clear, and interest-
ing. Analysis of the schools is made in
terms of the community composition and
needs, past, present and future enroll-

ment, and needs of the physical plant.

The pamphlet is profusely furnished
with charts and figure breakdowns which
explain the tax rate, the bonded debt,
current appropriations, expenditure of
the tax dollar, teacher salaries, and so
forth. Recent major building instruction-
al improvements are explained. This ex-
planation of where money has gone un-
doubtedly makes readers more receptive
to the description of needs to which fu-
ture levies will be applied.

Try These Tempting Recipes Which Use Canned Foods

The following recipes, taken from ma-
terial listed at the end of Miss Farnham's
article, were carefully and expertly tested,
planned, and prepared as a help to you
in meeting that goal for which every
cafeteria manager strives—the best food
possible that tastes good and is good for
the youngsters we feed in our school
cafeterias.

CORN GOULASH WITH MEAT BALLS

25 servings, 2/3 cup each
with 3 meat balls

Noodles	1 pound
Beef, ground	3 1/2 pounds
Salt pork, ground	5/8 pound
Bread crumbs, coarse	1 pint
Milk	1 cup
Salt	1 tablespoon
Pepper	1/2 teaspoon
Poultry seasonings	1/2 teaspoon
Fat	1/2 cup
Onions, chopped	1 pint
Tomatoes	1 No. 2 1/2 can
Tomato paste, canned	1 pint
Corn, whole kernel	2 No. 2 cans
Salt	1 tablespoon

1. Cook the noodles in boiling, salted
water until tender (about 10 minutes).
Drain into a colander and rinse with
boiling water.

2. Mix together the beef, salt pork,
bread crumbs, milk, and seasonings.
Shape into balls the size of a large wal-
nut. Brown in fat. Remove to pan and
cook onion in the fat until tender, but
not brown.

3. Combine meat balls, onion, tomatoes,
tomato paste, and salt in a large kettle.
Simmer gently for about 15 minutes.

4. Add the noodles and corn. Mix and
simmer gently for about a half hour so
that flavors will blend.

For variation try using canned tomato
sauce, purée, or catsup instead of the
tomato paste.

FRUIT SALAD DRESSING

25 servings, 2 tablespoons each

Cornstarch	3/4 cup
Sugar	3/4 cup
Sirup from canned fruit and water	3 cups
Vinegar	3/4 cup
Lemon juice	3/4 cup

1. Combine cornstarch and sugar; add
all liquids except lemon juice and cook
until mixture is clear.

2. Add lemon juice and chill.

BEETS IN ORANGE SAUCE

24 servings, 4 ounces each

Beets, sliced	1 No. 10 can
Salt	1 1/4 teaspoons
Grated orange rind	1 teaspoon
Orange juice	1 1/4 cups
Beet juice	1 1/4 cups
Lemon juice	2 tablespoons
Sugar	2 tablespoons
Cornstarch	4 tablespoons
Butter	4 tablespoons

1. Drain beets and save juice.

2. Combine orange juice, lemon juice,
and 1 cup of beet juice in a saucepan.
Bring to a boil.

3. Mix cornstarch, sugar, salt, and
orange rind with 1/4 cup cold beet juice.

4. Combine with juices, stirring con-
stantly over low heat until the mixture
has thickened.

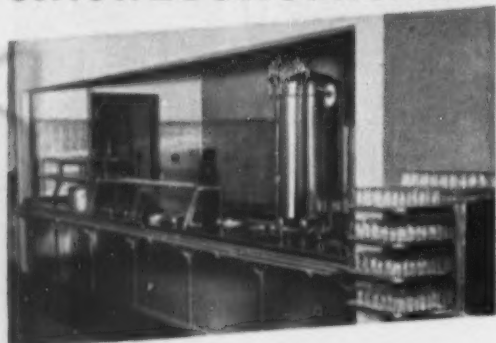
5. Add beets and butter, and heat thor-
oughly.

Note: 1. In a thermotainer pan, you
will find sauce does not thicken on stand-
ing.

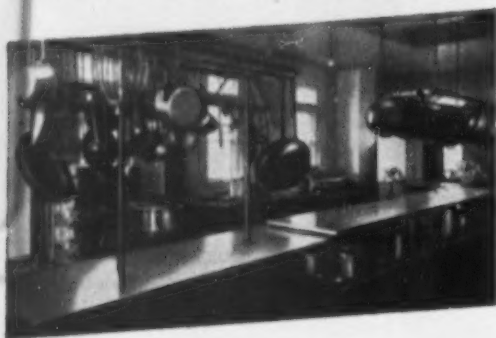
2. Flavor of the product is influenced
greatly by the type and quality of oranges
used.

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PIX

For more facts use Inquiry Card. 8M-176



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light, it's even youth-proof! Practically unbreakable,
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WHOLE KERNEL CORN

24 servings, $\frac{1}{2}$ cup each	
Whole kernel corn	1 No. 10 can
Green pepper, chopped	1 (approx. $\frac{1}{4}$ cup)
Butter or margarine	6 tablespoons
Pepper	$\frac{1}{2}$ teaspoon
Salt	$\frac{1}{2}$ teaspoon

1. Drain corn and boil liquor rapidly, uncovered, for approximately 20 minutes, or until reduced to half its volume.

2. Sauté green pepper in 2 tablespoons butter or margarine.

3. Add corn, green pepper, 4 tablespoons butter or margarine, and seasonings to vegetable liquor. Heat and serve.

Note: 1. Liquor reduces from 1 quart to $\frac{1}{2}$ cups. Time required varies with size and shape of pot, intensity of heat.

2. Number of portions varies with drained weight of the can.

SAVORY TOMATOES

30 servings, $\frac{1}{2}$ cup each	
Onions, chopped	$1\frac{1}{2}$ cups
Butter or margarine	$\frac{1}{2}$ cup
Tomatoes	1 No. 10 can
Sugar	3 tablespoons
Salt	1 tablespoon
Cornstarch	5 tablespoons
Water	2 tablespoons

1. Sauté onions in hot fat.

2. Heat tomatoes and add onions.

3. Simmer 10 minutes.

4. Combine sugar, salt, cornstarch and water to make a thin paste.

5. Combine with tomatoes and cook until slightly thickened.

SWEET-SOUR GREEN OR WAX BEANS

24 portions, $\frac{1}{2}$ cup each	
Green or wax beans	1 No. 10 can
Butter or margarine	$\frac{1}{2}$ cup
Brown sugar	$\frac{1}{4}$ cup
Salt	1 teaspoon
Paprika	1 teaspoon
Pepper	$\frac{1}{2}$ teaspoon
Dry mustard	1 teaspoon
Vinegar	$\frac{3}{4}$ cup

1. Drain beans and boil liquor rapidly, uncovered, for approximately 25 minutes, or until reduced to half its volume.

2. Add beans, remaining ingredients.

3. Heat and serve.

Note: 1. Amount of liquor is reduced one-half.

2. Time required to concentrate liquor varies with size and shape of pot used and intensity of heat.

3. Number of portions varies with drained weight of can.

CHICKEN NOODLE SALAD

25 servings, $\frac{1}{2}$ cup each	
Condensed chicken noodle soup, undiluted	$1\frac{1}{2}$ 51-oz. tins
Tomatoes, diced, drained	3 cups
Peas, cooked	2 cups
Eggs, hard-cooked, chopped	5
Salad dressing	$\frac{3}{4}$ cup
Cider vinegar	$1\frac{1}{2}$ tablespoons

1. Drain soup, saving liquid.

2. Combine soup solids with remaining ingredients. Chill.

3. Serve on lettuce or water cress.

Note: Drained soup liquid makes an excellent base for gravies and stews.

MUSHROOM MACARONI CASSEROLE

25 servings	
Elbow macaroni	$1\frac{1}{2}$ pounds
Condensed cream of mushroom soup	$1\frac{1}{2}$ 51-oz. tins
Water	$\frac{3}{4}$ of a 51-oz. tin
Hard-cooked eggs, sliced	1 dozen
Salt	$1\frac{1}{2}$ teaspoons
Chopped parsley	$\frac{3}{4}$ cup
Corn flakes	1 cup
Dried onions	1 cup
Worcestershire sauce	$1\frac{1}{2}$ tablespoons

1. Cook macaroni. Drain.

2. Combine with diluted soup, eggs,

salt, parsley, onions, and Worcestershire sauce. Pour into baking pan.

3. Sprinkle with corn flakes.

4. Bake in a moderate oven (350° F.) 30 minutes. Serve hot.

*If fresh onions are substituted, use 2 cups and omit $\frac{1}{4}$ of a 51-oz. tin of water.

PEANUT BUTTER AND BANANA CUSTARD

Bananas	24
Peanut butter	$1\frac{1}{2}$ pounds

1. Peel bananas and scrape with a knife.

2. Cut lengthwise and spread one cut side with a thin layer of peanut butter.

3. Replace other half and press firmly so as to form a whole banana.

4. Cut crosswise in $\frac{1}{4}$ -inch slices into serving dishes and pour over them a generous amount of chilled, soft custard sauce. (Recipe follows.)

5. Garnish with cherries, dates, nuts, coconut, or dried fruit bits.

SOFT CUSTARD SAUCE

Milk, scalded	3 quarts
Eggs	$1\frac{1}{2}$ dozen
Sugar	$1\frac{1}{2}$ cups
Salt	$\frac{1}{4}$ teaspoon
Vanilla	1 tablespoon

1. Beat eggs slightly, add sugar and salt.

2. Add milk gradually, stirring constantly.

3. Cook and stir until mixture coats silver spoon. Chill and add vanilla.

For more facts use Inquiry Card, SM-180



Penn Township High School, Claridge, Pa., John W. Muchnick, Principal



Mrs. Alice W. Reed, Food Supervisor

STUDENT LUNCHES for SEVEN SCHOOLS

CENTRAL KITCHENS, serving more than one school, were experimental when Penn Township High School, Claridge, Pennsylvania, initiated the system under the National School Lunch Program. From its 1947-48 average of 463 meals, the program has grown until seven schools now participate and 1150 Type A lunches are served daily.

Center of activity in this unique system is the efficient Gas Kitchen under the direction of Mrs. Alice W. Reed, Food Supervisor. Equipment includes one Blodgett 3-Deck Oven, two Magic Chef Hot-Top Ranges, one Magic Chef Open-Top Range, and one Dual-temp waterheater for dishwashing and sterilizing.

But the most unusual feature of the system is the coordinated transportation of students and food. School busses transport thermos containers of food to some schools and bring back students from other schools to the central cafeteria. Then they return the students to their respective schools and pick up containers.

SERVED FROM CENTRAL GAS KITCHEN

Such precise scheduling requires perfect timing in food preparation and that's where Gas Cooking Tools do such an outstanding job. Equipped with automatic controls, and flexible enough to do a variety of cooking tasks, these modern Gas Cooking Tools are dependable and versatile. Authorities concerned with this complex seven-school food service program cite the speed and efficiency of GAS as major factors in the success of the food preparation operations.

Your Gas Company Representative will tell you how to take full advantage of GAS for volume cooking.

AMERICAN GAS ASSOCIATION

420 LEXINGTON AVE., NEW YORK 17, NEW YORK



School lunches for 1150 students are served from this small, efficient Gas kitchen



Loans for Advance School Planning Are Now Available

SHORTAGES in school buildings in all parts of the country are reflected in the many inquiries about loans received by the General Services Administration as the reactivated Advance Planning Program for local public works gets under way. More than 5,000 formal application forms with copies of the governing regulations have been forwarded to the Community Facilities Service field offices in 11 cities.

State-by-State Apportionment

Totals	% of State Population to Total of Apportionment All States	Total \$18,657,471
Alabama	2.114	384,484
Arizona	0.372	90,938
Arkansas	1.454	264,446
California	5.152	937,020
Colorado	0.838	152,411
Connecticut	1.275	231,891
Delaware	0.199	90,938
Florida	1.416	257,535
Georgia	2.331	423,951
Idaho	0.392	90,938
Illinois	5.892	1,071,607
Indiana	2.557	465,054
Iowa	1.894	344,471
Kansas	1.344	244,440
Kentucky	2.123	386,121
Louisiana	1.764	320,828
Maine	0.632	114,945
Maryland	1.359	247,168
Massachusetts	3.221	585,819
Michigan	3.921	713,132
Minnesota	2.083	378,846
Mississippi	1.629	296,274
Missouri	2.824	513,615
Montana	0.417	90,938
Nebraska	0.982	178,601
Nevada	0.082	90,938
New Hampshire	0.367	90,938
New Jersey	3.104	564,540
New Mexico	0.397	90,938
New York	10.056	1,828,934
North Carolina	2.665	484,697
North Dakota	0.479	90,938
Ohio	5.154	937,384
Oklahoma	1.743	317,008
Oregon	0.813	147,864
Pennsylvania	7.386	1,343,328
Rhode Island	0.532	96,758
South Carolina	1.417	257,717
South Dakota	0.480	90,938
Tennessee	2.175	393,578
Texas	4.786	870,454
Utah	0.411	90,938
Vermont	0.268	90,938
Virginia	1.998	363,386
Washington	1.295	235,528
West Virginia	1.419	258,081
Wisconsin	2.341	425,769
Wyoming	0.187	90,938
District of Columbia	0.495	90,938
Alaska	0.054	90,938
Hawaii	0.316	90,938
Puerto Rico	1.395	253,716

School districts may apply directly to field offices listed on next page for loans to cover planning, blueprinting, and specification stages of proposed school construction. (Applications for planning loans for other public works projects may be made also by states, counties, municipalities, and other non-federal political subdivisions.) These loans are to be returned into the U. S. Treasury when building work is started. No funds are provided for construction.

Projects for which the GSA approves planning loans must conform to an overall state, local, or regional plan. A 25

percent advance of the planning loan is available when an application is approved. The balance is loaned when the plans are completed.

The 81st Congress under Public Law 352 reconstituted the Advance Planning Program with an authorization of \$100,000,000 for two years, and made initial appropriations of \$25,000,000 immediately available to GSA. Under a formula fixed by the act, 75 percent of the appropriation was apportioned to the states

on the basis of population, but the minimum appropriation to any state was set at \$90,938. A discretionary apportionment of \$5,992,529 is reserved by the GSA administrator for emergency use in areas where unemployment problems exist or impend. The current appropriation will provide plans for an estimated \$750,000,000 in blueprinting projects.

The reactivated Advance Planning Program follows generally the lines of the original program which expired on

June 30, 1947. Under this program planning advances were approved for 6,790 projects to cost an estimated \$2,683,914,258. Of these, loans of \$14,122,255 were approved for the planning of 1,983 educational projects to cost an estimated \$666,123,298.

Among the stated purposes of both programs are the encouragement of non-federal public agencies to maintain an adequate reserve of fully planned public works ready to go into construction if

For more facts use

Heavy-gauge steel side pillars and roof bows interlocked by precision welding with 20 longitudinal members—7 on each side and 6 on the roof—form "A Cradle of Steel" that shield Oneida Bus passengers from road hazards. The sturdy platform structure, featuring I-Beam construction, is joined to the frame at its base with heavy steel gusset plates. This integrated type of construction results in a complete unit that does not depend upon side body panels for strength . . . assures maximum protection against body failure due to impact, stress, strain or torsional twist.

The sectional drawings below and at right provide graphic proof of hidden values which are responsible for Oneida superiority.

A Anchor-Rib-Frame—Heavy gauge gusset plates are used to reinforce deck structure by arc welding to side pillars that extend below floor level to a skirt rail. This technique in construction is similar to that used in bridge building to compensate for stresses and strains.

B Accorde-Steel Platform—Flanged 14-gauge steel deck panels are gusseted to body side pillars every 27 inches. A $\frac{1}{8}$ " x 2" x 2" steel angle is inserted between each deck panel, forming an I-Beam type structure. Heavy-gauge steel hat-shape crossmembers reinforce deck panels between I-Beam structure points. Embossed-steel supports extend full length of platform on sides of aisle.

C Double Riveted Body Panels—Heavy overlapping 20-gauge steel body panels are double-riveted to "hat-shaped" side pillars and roof bows at increments of 27 inches. Side pillars and roof bows are strengthened by a total of twenty sturdy longitudinal steel strainers running full length of sides and roof of body.

economic conditions warrant, and the attaining of maximum efficiency and economy in the planning and building of public works.

If you are interested in obtaining a loan for advance planning, address the Community Facilities Service field engineer for your district. The complete list of engineers follows.

William D. Jones, 42 Broadway, New York 4, N. Y.—Connecticut, Maine, Massachusetts, New Hampshire, New Jersey,

New York, Rhode Island, Vermont.

Henry J. Sullivan, 1729 New York Ave. NW, Washington 25, D. C.—Delaware, District of Columbia, Maryland, Ohio, Pennsylvania, Virginia, West Virginia.

Oliver T. Ray, 114 Marietta St. NW, Atlanta 3, Georgia — Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee.

Roland C. Ashton, 1122 U. S. Post Office, Chicago 7, Illinois—Illinois, Indiana, Kentucky, Michigan, Wisconsin.

C. W. Anderson, Fidelity Building, Kansas City 6, Missouri—Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota.

W. H. Bindt, Texas & Pacific Bldg., Fort Worth 2, Texas—Arkansas, Louisiana, Oklahoma, Texas.

Wright L. Felt, Appraisers Building, 630 Sansome Street, San Francisco 11, California—Arizona, California, Hawaii, Nevada.

L. R. Durkee, 618 Second Ave., Seattle 4, Washington—Idaho, Montana, Oregon, Washington.

Emil Sandquist, U. S. Customs House, Denver 2, Colorado—Colorado, New Mexico, Utah, Wyoming.

John D. Argenteinger, P.O. Box 2740, Juneau—Alaska.

Ricardo Sherrett, Jr., 501 Banco Popular Bldg., San Juan, Puerto Rico—Puerto Rico.

New FM Radio Station Opens in St. Louis

Pupils in the St. Louis area schools are starting fresh with a new semester and a new radio station to listen to, reports the *St. Louis Post Dispatch*. The board of education's new FM station, KSLH, is expected to add greatly to the scope and continuity of radio contributions to the curriculum. Through KSLH, good music, drama, news analysis, science, and speech work can be brought to each school or classroom without interference from weather or atmospheric conditions, points out V. Harry Rhodes, school building commissioner. Experts will be able to teach at the same moment in many places. Public understanding and support of the schools' instructional program should increase. Eventually the station may provide television for the schools.

Facilities of the station are modern and complete. There are three large studios, two smaller studios, two control rooms, and a recording room. Portable equipment to permit broadcasting from any school or other location is included.

The station operates on a frequency of 91.5 megacycles. Effective radiated power is 12,100 watts, insuring reception within a radius of at least 50 miles. A heavy-duty type of pylon will permit eventual television telecasting.

NOW in full swing is the fifth annual National High School Photographic Awards contest sponsored by the Eastman Kodak Company. Awards ranging from \$500 for the grand prize to \$100 and down for prizes in each class of entry will be given. The four classes of entry are school life, fine art, sports, and everyday life. Photos made for the high-school yearbook or newspaper or those created as examples of fine art can be used this year for the first time. Pupils in grades nine through 12 are eligible to compete. Contest closes April 14.

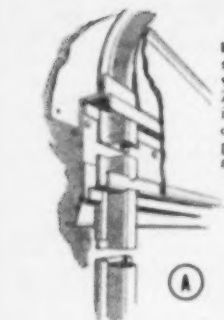
The 62 prize-winning pictures from last year's contest are now being circulated to high schools throughout the country. This exhibit features enlarged display prints. To increase the educational value of the showing, a small print which shows the entire negative area accompanies each enlargement.

Information concerning entry in the current contest or ordering of the traveling exhibit may be obtained from National High School Photographic Awards, 343 State St., Rochester 4, N. Y.

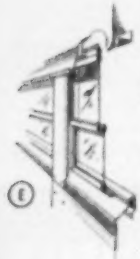
DR. BESS GOODYKOONTZ, formerly director of the division of elementary education, is now associate commissioner in the Office of Education. In her new staff capacity, Dr. Goodykoontz will have the responsibility, with other professional duties, for general oversight of Office of Education conferences, field surveys, and liaison with the Citizens Federal Committee and with national meetings of lay and professional groups concerned with education. Dr. Goodykoontz has had much teaching and supervisory experience in the public schools and has been assistant professor of education at the University of Pittsburgh. She entered service in the Office of Education in 1929.

Inquiry Card. 836-190

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Split-Frame Safety Sash—Bottom section of sash is stationary, thereby keeping passengers' heads and arms inside. Top section lowers to provide efficient ventilation. Trade-marked safety glass is used throughout. A rubber seal added to a solid belt rail assures a dust, draft and water-proof unit which prevents body corrosion.



AMERICA'S MOST FAMOUS SCHOOL BUS BODY

AS A SERVICE to School Boards, Oneida portrays in these two pages some of the principles of engineering and construction that distinguish Oneida Safety School Bus Bodies.

A Cradle of Steel from Wheel to Wheel—Oneida bodies are built for the hard, daily grind—year in, year out. They are built to provide the utmost in safety, passenger comfort and long, trouble-free life.

Designed and engineered to fit every leading chassis make—Oneida Safety School Bus Bodies create a balanced and streamlined unit of transportation.

Models ranging in capacities from 16 to 66 passengers permit tailoring of Oneida equipment to meet the requirements of individual School Boards.

Across the country, literally thousands of Oneida Bus Bodies are turning in a type of performance record that offers School Boards a new, tangible reason for always specifying Oneida.

Remember, Oneida was the first to meet or exceed, in every detail, the new N.E.A. standards. For the complete "Inside Story"—write Oneida, today!

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SCHOOL BUS SALES DIVISION

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CANASTOTA, NEW YORK



School and Library Cooperate on Film Use

THE success of the Stamford, Connecticut, high-school film program is largely due to the efforts and cooperation of the local public library, states M. J. Nagorney in the *Connecticut Teacher*. The library petitioned the town for a budget and then invited the schools to use its film facilities.

Audio-visual aids had been used for many years in the high school, but each

school operated its own program. Individual teachers were entirely responsible for their own programs, often having to finance them as well. This discouraged the use of audio-visual aids.

The expanded library facilities changed the situation. Teachers made up their programs, ordered the films through the library, and let them take care of the details. A catalog of educa-

tional films was soon compiled on the basis of teacher recommendations.

The task grew to such proportions that the schools were requested to appoint audio-visual directors for coordinating the program of the schools and for liaison with the library. Now, when a teacher wants a film, she merely sends the name of the title and date requested to the director. Pupil projectionists are provided when the teacher does not operate the projector.

For more facts use Inquiry Card, SM-290

...ONE OF THE BEST WAYS TO LOWER OPERATION COSTS—

is to eliminate unnecessary food waste by serving meals that are consistently flavorful. Today hundreds of institutions are depending upon economical Maggi's Granulated Bouillon Cubes to bring new appetizing goodness to their soups, stews, gravies and the many other dishes that call for meat stock. Try adding several tablespoons of this flavor-rich Maggi's Granulated Bouillon to all your everyday recipes—also remember, it makes a delicious instant-quick "broth".

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- ★ Maggi's Seasoning
- ★ Maggi's Gravy Powder, Chef Style

BRINGS FLAVOR TO BUDGET MENUS!



MAGGI'S Granulated BOUILLON CUBES



The Nestlé Company, Inc., 155 East 44th St., New York 17, N. Y.

For more facts use Inquiry Card, SM-210



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- ★ PRACTICALLY SLIP-PROOF
- ★ MINIMIZES CONDITIONS THAT BREED AND SPREAD INFECTIOUS GERMS

— Even where hard rubbing with ordinary cleaners fails! Simply sprinkle Saf-T-Klenz powder on damp surface, scrub lightly, and flush with clear water. Harmless to hands, clothing, floor, drains, etc.

FREE! Write for liberal sample or prices. Try for 30 days. If not more than satisfied we will refund the invoice. You won't even be asked to return the unused portion.

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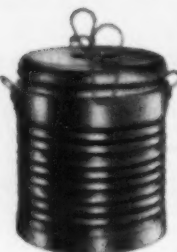
- () Please send free sample of Saf-T-Klenz.
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For more facts use Inquiry Card, SM-220

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New efficiency and convenience for schools and institutions! Rugged, reinforced heavy-duty carrier with heavy wire pole carrying loops. Gray Duco exterior. Neoprene gasket under-cover for airtightness. Stainless steel interior. Capacity 7½ gal. Can be fitted with 2 seamless drawn aluminum insets of 11 qts. ea., 3 of 5 qts. ea., or 4 of 3½ qts. ea.



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Sold only through recognized dealers.



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CHECK LIST OF NEW AUDIO-VISUAL AIDS

Use the SCHOOL MANAGEMENT coupon on page 29 or the Inquiry Card. Indicate key number of item on which you wish to receive further information.

Educational Films

In some cases rentals vary. Where true, the word "apply" is used. Send to distributor for rates. Where films are sent free, except for transportation charges, the word "loan" is used. All films are 16 mm. unless otherwise noted.

ENCYCLOPAEDIA Britannica
Films, Inc. 1150 Wilmette Ave. Wilmette, Illinois, announces two new films on hygiene for children in the elementary grades. 1 reel each. Sale—black and white, \$45 each. Rental—apply.

Care of the Skin. Opening scene shows a young kitten industriously licking its paws, and Virginia and little brother Billy discussing this phenomenon. The picture explains why Billy can't lick his hands like the kitten but must use soap and water. The importance of proper washing is emphasized.

Save Those Teeth. Dan, eleven years old, has just had a tooth filled. The dentist shows him that X rays of his teeth indicate two other teeth with signs of decay. Dr. Orfield shows Dan bacteria under a microscope and explains that proper tooth care, the right foods, a restricted use of sugar, and the fluoride treatment can sometimes stop early decay for a long time.

SM-309G — Circling the Square. 11 min. Sale—color, \$75; black and white, \$30. Rental—\$3. Contemporary Films, Inc. 80 Fifth Ave. New York 11, New York.

Scenes of New York's Washington Square, the heart of Greenwich Village. The children and the pigeons, the checker-players, and Garibaldi's statue are all part and parcel of this unique neighborhood. The Annual Outdoor Art Exhibit highlights the film.

For more facts use Inquiry Card, SM-230

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- Easy to operate
- Compact
- Balanced construction
- Sturdy



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PREPARED GLAZES
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1547 Park Plaza, New York 7, N. Y.



A scene from "Rumpelstiltskin," one of the Sterling Films fairy-tale series

STERLING Films, Inc. 316 West 57 St. New York 19, New York, announces a series of six new "live-action" fairy-tale films for elementary grades. 1 reel each. Sale—16 mm. \$22.50 each; 8 mm. \$5.50 each.

SM-300G—Cinderella.

SM-301G—The Beauty and the Beast.

SM-302G—The Sleeping Beauty.

SM-303G—Rumpelstiltskin.

SM-304G—Rapunzel.

SM-305G—The Bear Skin

SM-326G—Nothing But Air. 1 reel. Sale—Black and white, \$40. Films Incorporated, 330 West 42 St. New York 18, New York.

A normal boy in one ordinary day has many experiences with air. He learns that air, though invisible, is very real, that it occupies space and has weight, and that when in motion it has power.

ACADEMY Films, P. O. Box 3088, Hollywood, California, announces two films on the Ohio River. 11 min. each. Sale—color, \$90; black and white, \$45. Rent—color, \$5; black and white, \$3.

SM-310G—Ohio River—Upper Valley. Air and ground views reveal the importance of the Ohio as it flows through one of America's most fertile and productive regions. Animated maps show the locations of Cincinnati, Pittsburgh, and Cairo, Illinois, and show the length of the river, its drainage area, tributaries, and the states whose boundary it forms.

SM-311G—Ohio River—Lower Valley. The canal and locks around the rapids at Louisville, and the floodwall under construction, are shown. Scenes show the results of floods when the river overflows its banks. Farms in the rich Ohio Valley are seen. One of the most modern river steamers is featured in a sequence on river travel.

PAN-American Union, Motion Picture Service, Washington 6, D. C. offers two films on the country of Colombia. 1 reel each.

SM-312G—The Republic of Colombia. The archeological remains of an ancient race, the principal ports, and the role of the Magdalena River are seen. Coffee, oil, sugar cane, and cacao, the country's most important exports, are shown. Sale—color, \$58.50; black and white, \$23.50.

SM-313G—Bogota—Capital of Colombia. The gripping history and modern advances of this city are illustrated. Scenes show the clothing of the citizens, grilles which take the place of doors, schools, old and new, the National Library, and many other points of interest. Sale—color, \$56.75; black and white, \$21.50.

SM-306G—One God—The Ways We Worship Him. 37 min. Rental—\$10 daily; \$25 weekly. Association Films, Inc. 25 West 45 St. New York 19, New York.

Presents the three major religious faiths—Protestant, Catholic, and Jewish.

Important characteristics and forms of worship of each faith are shown. Explanation of the rituals and their significance is clear and concise. The beautiful musical background is furnished by the Don Cossacks Chorus, selected members of the NBC Symphony Orchestra, and many others.

HEIDENKAMP Nature Pictures, 538 Glen Arden Drive, Pittsburgh, Pennsylvania, presents 6 films in the

"Birds of North America" series. 4 min. each. Sale—16 mm. color, silent, \$20 each. (Discounts for 3 or more units). Commentary guides supplied.

SM-314G—Mallard Duck—Scaup Duck.

SM-315G—Spotted Sandpiper—Killdeer.

SM-316G—Ring-necked Pheasant—Bob-White.

SM-317G—Broadwinged Hawk—Sparrow Hawk.

SM-318G—Great Horned Owl—Barn Owl.

SM-319G—Screech Owl—Saw-whet Owl.

SM-320G—Hoover (Boulder) Dam. 3 1/2 min. Sale—color, 16 mm. \$14.75; 8 mm. \$7.50. World in Color Production, 108 West Church St. Elmira, New York.

Scenes of Lake Mead, the water intakes and the roads across them, the lower levels at the base of the great

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Teaching Time...3/5

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Address _____

City _____

Zone _____ State _____

Name of School _____

Type of Work _____

New Audio-Visual Aids

(Continued from page 23)

dam, and pictures of working replicas of turbines and generators are included.

INTERNATIONAL Film Foundation, Inc. 1600 Broadway, New York 19, New York, offers two films for social science and geography classes. Sale—black and white, \$100 each. Rental—available from film libraries.

SM-321G—Pacific Island. 18 min. A documentary on the people of a typical coral island, Likiep, one of the Marshall Islands group. The natives practice the art of navigation, build a boat, conduct a fishing expedition, and attend school and worship. An animated map locates the island and explains the formation of an atoll.

SM-322G—Sampan Family. 16 min. The story of families who live and make their living aboard the small Chinese river boats. Contains a sequence on a cormorant fisherman and his birds which have been trained to fish for him.

SM-307G—The Sixth Chair. 17 min. Sale—\$75. Available on loan basis through any state education association. National School Service Institute, Shop 307, Palmer House, Chicago 3, Illinois.

Planned to arouse the public to get behind the support of good educational opportunities in the community. The teacher shortage, the greatly increased school enrollment, the tremendous school building needs, and the cost of complacency towards better financial support of good schools are all stressed.

SM-323G—Seeds of Destiny. 18 min. Sale—\$44; rent—\$3.00. Films of the Nations, Inc. 62 West 45 St. New York 19, New York.

The grim story of war's aftermath. It shows what happens to the children of a nation when deprived of food, clothing, medical and psychiatric care, and the threat it represents to a constant world peace.

SM-324G—It's the Maine Sardine. 18 min. Loan. Division of Information, Fish and Wildlife Service, Washington 25, D. C.

Shows the catching of sardines off the Maine coast and the methods of packing used in local canneries.

SM-325G—It's All Yours. 10 min. Sale—\$25. Teen Age Book Club, 7 East 12 St., New York 3, New York.

Designed to inspire young people to read more and better books. Ralph Bellamy revisits familiar spots in his home town, including the library. He realizes the powerful force of words and books and libraries, and sees that through their magic, new worlds become friendly and familiar places.

Filmstrips

POPULAR SCIENCE Publishing Company, Audio-Visual Division, 353 Fourth Ave. New York 10, New York, offers a series of 6 full-color filmstrips, "Regional Geography," for grades 5, 6, and 7. Sale—set of 6, \$31.50; each strip, \$6. Teaching guide included.

SM-360G—Northwestern Holiday. Shows varied aspects of the far western region of our country.

For more facts use Inquiry Card, SM-250

Save Meat-Shrinkage by Slow-Roasting at 300° F. and still get

EXTRA RICH BROWN COLOR IN ROAST AND GRAVY



KITCHEN BOUQUET

USED BY GOOD COOKS AND CHEFS FOR OVER 70 YEARS



At your grocer's in 2 and 4-oz. sizes. For Pints, Quarts and Gallons, call your institutional supplier.

TIP TO LUNCHROOM MANAGERS



DON'T let those precious roasts shrink and shrivel away under high oven heat. *Slow-roast* them and cut down meat-shrinkage. You'll find a roast actually yields more servings than you would get if it were roasted the former high-temperature way. There's greater retention of nutritive values, too.

—here's all you do to add rich brown color

Just brush the meat, before roasting, with Kitchen Bouquet and it will come out of the oven with a luscious, rich brown

crust. Be sure to add Kitchen Bouquet to the gravy, too, for extra rich brown, appetizing color and stepped-up flavor.

Made of garden-fresh vegetables, herbs and spices

Kitchen Bouquet contains no artificial flavorings to "smother" food flavor, but brings out—enhances—the true rich taste of the meat. Works wonders with inexpensive stews, meat loaves and casserole dishes. Just try Kitchen Bouquet and you'll never be without it. Send today for generous Free Offer below.

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Quantity Recipes and 4-oz. bottle Kitchen Bouquet. Just drop penny post card to

Kitchen Bouquet, Grocery Store Products Co., Dept. SM-2, West Chester, Pa.

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School-born habits are lifelong



For the sake of student discipline and school budget alike, instill the habit of **Clean Corrections** with

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5 YEAR GUARANTEE

Only chair made with full back rest — greater strength, comfort, safety. Heavy channel steel frame and heavy gauge furniture steel seat and back.

Opens or closes in a second, with one hand. Can't bend or stick. Folds flat to 1 1/2" thin — stacks 75 or 100 high without tipping. Convenient-size hand print, easy to carry 2 or 4 chairs in one hand.

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SM-361G—Nova Scotia and the Gaspé A view of Canada's most fascinating maritime province.

SM-362G—Land of the Mayas-The Yucatan. Focuses upon the oldest civilization on our continent.

SM-363G—Mexican Journey. These three strips provide a comprehensive study of the country.

ENCYCLOPAEDIA Britannica Films, Inc. 1150 Wilmette Ave. Wilmette, Illinois, announces a new series of six teaching filmstrips on "Clothing and Shelter" for use in middle grades. Sale—set of six \$16.20.

Cotton. Traces the processing of cotton from the time it is picked until it is woven into cloth.

Wool. Starts with sheep on a Wyoming range and describes how they are herded, driven to the ranch, and shorn. Sequences continue with the progress of wool into knitted garments.

Making Shoes. Shows the various steps that are required in the manufacture of shoes.

Building a House. Portrays the basic processes in the construction of a low-cost, wood-framed, one-family home.

Making Bricks for Houses. Details each fundamental phase of brickmaking.

Making Glass for Houses. Describes how the ingredients of glass, limestone, sand, and soda ash, are obtained, then mixed and finally processed into sheets of glass.

Slides

SM-350G—Colonial Williamsburg. Basic group, 65 color slides. Sale—50¢ each; discount for group. Supplementary slides are also available. E. Taylor Judd, Box 711, Delavan, Wisconsin.

The James River and the statue of Captain John Smith are seen in the first of this series. Famous homes, the Tucker boxwood gardens, and the Palace, residence of Royal Governors, add to the interest of the frames. Other pictures include less pretentious homes, shops, and churches, all with an historical background.

SM-352G—What You Can Do with the Swamp Cat-Tail. Set of 8 slides with script, \$6. Ward's Natural Science Establishment, Inc. 3000 Ridge Road East, Rochester 9, New York.

Shows close-ups of flowering stalk and base of plants, and sancepan of cat-tail pollen. Illustrates method of weaving a mat from the leaves, cutting up washed tuber for cooking, and making a cat-tail torch.

SOCIETY for Visual Education, Inc., 100 East Ohio St., Chicago, Illinois, offers three sets of 2x2 color slides for science and social studies classes. Each set, 10 slides. Sale—\$5 each set.

SM-353G—Air Travel—Airport Activities.

SM-354G—Air Travel—Passenger Service.

SM-355G—Air Travel—Mail, Express, Freight, and Baggage.

YOUNG America Films, Inc. 18 East 41 St. New York 17, New York, announces two sets of slide films on maps.

SM-356G—Geography Map Slides. 20 color frames, 2x2. Set, \$8.25. Teacher's guide included.

Each slide contains a map of the United States indicating the spread of a product or industry. Suitable for all school levels.

SM-357G—Outline Map Slides. 12 black-and-white frames, 2x2. Set, \$3.75. Teacher's guide included. Designed for projection on the blackboard, screen, or

paper. Provides a basic outline on which further work can be done. For all school levels.

SM-351G—People of France. 2x2 Kodachrome slides. Sale—\$1.25 each. Franco-American Audio-Visual Distribution Center, Inc. 234 Fifth Ave. New York 21, New York.

A series of 16 slides including farmers, Alsatian children, shopkeepers, painters, and a woodcutter.

Film Catalogs

SM-375G—Audio-Visual Aids Library. Educational Films, Slides, Recordings. The Pennsylvania State College, State College, Pennsylvania. 135 pages. Free. An extensive listing of material suitable for primary grades through college.

SM-376G—Film Catalog. Office of Visual Education, Central Washington College, Ellensburg, Washington. 65 pages.

Free. A careful classification of films and descriptive listing makes this easy to use.

SM-377G—S.V.E. Library of Kodachromes. Society for Visual Education, Inc. 100 East Ohio St. Chicago 11, Illinois. 56 pages. Free.

A listing of slides for art instruction covering such subjects as the dance, sculpture, costumes, various categories of paintings, and others. (Turn page)

For more facts use Inquiry Card, SM-2961

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What's the picture
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department?
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up-to-date, or does
it lack some
vitaly important
features?



Most schools today recognize the fact that the automatic Electric Range plays an increasingly important part in the American home. This is shown by a recent survey. More than 80% of all schools answering now teach Electric Cooking. Students from homes having modern Electric Ranges want to learn the proper use of such ranges. And it follows naturally that to teach them properly, the Electric Ranges in your school's home economics laboratory must be of the most modern type, equipped with all the new features now available.

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Electric Range Section

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New Floor Plan Booklet—FREE!

To help you in planning or remodeling the home economics laboratory of your school, we offer "THE MODERN HOME ECONOMICS DEPARTMENT"—a collection of floor plans from schools throughout the country. These include practical, working designs of home economics laboratories in actual use, as well as model plans for standardized rooms. A copy is yours for the asking. Use coupon!



National Electrical Manufacturers Association

ELECTRIC RANGE SECTION, Dept. SM-2

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Please send me, absolutely FREE, copy of "THE MODERN HOME ECONOMICS DEPARTMENT"—home economics laboratory floor plan booklet.

Name

Street and Number

City, Postal Zone and State

(Continued from page 25)

SM-378G—1950 16 mm. Sound Motion Picture Catalog. Lawrence Camera Shop, 149 No. Broadway, Wichita 2, Kansas. 44 pages. Free to schools.

Community sing reels, adventure, comedy, foreign language, educational, and many other types of films are listed.

SM-379G—Dennis 16mm. Sound 1950. Dennis Film Bureau, Wabash, Indiana. 152 pages. Free.

Short subjects, Christmas reels, news, sports, musical reels, and educational films are listed.

SM-380G—Catalog of Selected Motion Pictures. Association Films, Inc. 35 West 45 St. New York 19, New York. 48 pages. Free.

More than 1,300 titles of educational and entertainment films are listed and described. Also included are 100 free titles.

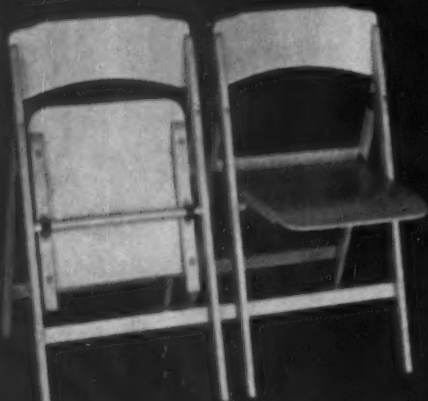
SM-381G—Aids to Visual Education. Catalog No. 4, 1949-1950. Stanley Bowmar Co. 2057 Broadway, New York 23, New York. 32 pages. Free.

Besides an extensive listing of educational films, filmstrips, and slides, this catalog contains listings of elementary grade, and junior and senior high-school recordings. Other audio-visual equipment such as projectors, screens, slide file boxes, and so on, with price included, is shown.

For more facts use Inquiry Card. SM-384G

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WANT FOR SAFETY • COMFORT • ECONOMY



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Norcor's folding Auditorium chairs, joined and assembled ready for use, provide the extra safety factors and comfort so necessary to public seating. Large, correct posture seats raise quietly and independently of chair's folding action, allowing easier seating access. Front leg stretcher across the backs of the legs permit even more room to pass. Entire unit, ganged in series of two or three chairs, as desired, is exceptionally sturdy and well built for hard service — Yet, light enough for easy portability and stacking. Wood unit illustrated combines solid hardwoods with 5-ply veneer seats and backrests. Low in cost — low in maintenance. Write for details today.

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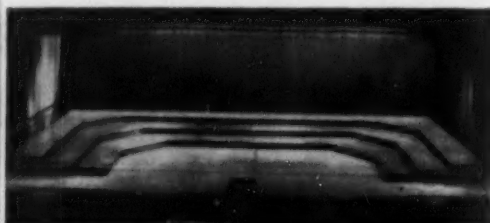


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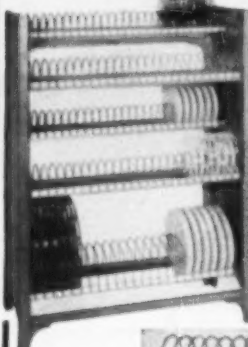
Add "Audience Appeal", assure better acoustics: better discipline: better direction. 3 or 4 elevations available. Sturdy, safe, easy to handle units with tubular steel folding legs... rigid when set up. Complete stand as shown in above pictures stores in a space 4' wide, 8' long and 6' high. You buy only as many units as you need to fit your requirements.

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RK-125

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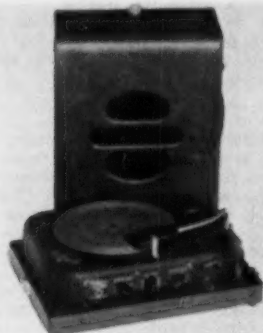
Use the SCHOOL MANAGEMENT coupon on page 29 or the Inquiry Card. Indicate key number of item on which you wish to receive further information.

New Microphone

If your school needs a new microphone for recording or public address use, consider the new omnidirectional, Electro-

SM-438G

Voice Spherex. It picks up speech or music from all directions and faithfully reproduces it. This high-output, low-cost, crystal microphone has a 360-degree polar pattern. It can be used with any standard amplifier or recorder employing high impedance input. The upper-head structure is of strong wire mesh, cloth-backed for wind and moisture protection. Over-all finish is durable satin chromium. The Spherex has standard 1/4-inch 27 thread for desk or floor stand mounting.



Transcription Players

SM-435G

A boon to those learning square dancing are the new-model Califone transcription and record players. They have a variable speed control which permits adjustment down to 2/3 of normal speed. Control is effective at either 78 or 45 r.p.m. When lever is returned to normal position, the

For more facts use Inquiry Card. SM-334G

GENERAL ELECTION 16mm sound film

This film is particularly suited to classroom use. Shot during the last general election in Britain, it is an on-the-spot report of the candidates' campaigns and the mechanics of polling day.

20 minutes

Rental \$2.50

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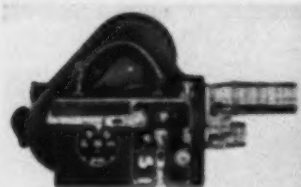
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In commemoration of Lincoln's Birthday
NU ART FILMS, INC.
again brings to the attention of teachers the definitive 16mm film biography of
"ABRAHAM LINCOLN"

Directed by D. W. Griffith.
Written by Stephen V. Benet
Available in 3 Different Lengths
Whether shown during this month or at any time during the year, "Abraham Lincoln" is the high point of all the many historic films with which we have supplied schools for their visual education programs.

NU ART FILMS, INC.
112 WEST 40th STREET, NEW YORK 18, N. Y.

turntable revolves at exactly 78 or 45 r.p.m. without retiming. These models play 78, 45, or 33-1/3 r.p.m. recordings and transcriptions. They can also be used with microphone input for calling square dances and for public address purposes.



Motion Picture Camera SM-440G

When audio-visual departments take pictures for teaching or public relations purposes, the Pathe Super 16 will do a top job for them. The Pathe Cine Division of Director Products Corporation, distributor of this lightweight 16 mm. camera, is proud of the Super 16's many features usually found only in much higher priced cameras. The full frame focuser eliminates parallax and permits viewing of the picture through the lens while shooting. A variable shutter permits making of professional wipes, fades, lap dissolves, and other special effects with no extra accessories. There is a full speed range of from 8 to 80 frames per second in six steps. The 30-foot spring run is governor controlled for accuracy.

New Sound Speaker SM-441G

Homogenized milk is familiar to all of us. But "homogenized" sound as produced by the new Bell Sound Fountain speaker is something new. This high-fidelity speaker, for use with radio, electric phonograph, or TV set, radiates sound throughout the room. Persons near it are not subjected to blaring volume, yet those at a distance hear without strain. While using the same power input as many other speakers, it produces 300 to 400 percent more usable sound by taking advantage of an extra-large sound radiating area. Height of column is 60 inches, diameter 8 3/4 inches. Material is attractive, neutral gray plastic. Parallel, 20-foot, heavy-duty cord is furnished.



New Record Player SM-437G

A classroom record player that will operate at three speeds—78, 45, and 33-1/3 r.p.m.—is available from the Electronic Sound Corporation. It has separate volume and tone controls. There is a 3-tube amplifier. The 2-watt power output takes care of large classrooms. This conveniently lightweight, 16 x 14 x 7-inch machine comes complete in one unit. It operates on 105 to 110-volt AC.

Projection Screen SM-436G

The budget-conscious school buyer who demands quality will be interested in the new Versatol tripod screen made by the

Da-Lite Screen Company, Inc. Its "crystal-beaded" picture surface affords bright, sharp pictures. Screen unrolls easily from a sturdy, attractive, gray metal case. There is a handle for easy carrying. Tripod adjusts to 4 convenient heights. Screen comes in 8 sizes ranging from 30 x 40 inches to 70 x 70 inches.

New-Type Enlarger SM-439G

Two models of a new-type photographic enlarger produced by the Eastman Kodak

Company are valuable to schools offering instruction in photography or producing photographic visual aids. Unit has a new "integrating sphere" lamphouse which provides for more even illumination of the negative than is given by conventional diffusion or condenser-type enlargers. This new-type enlarger is 6 times as efficient as many previous condenser types and 35 times as efficient, wait for wait, as many diffusion types. The Kodak Fluorite enlarger can be

adapted for use as a camera as well as for darkroom production work. The Kodak Hobbyst is a minimum-priced, high-quality basic enlarger with few expensive frills and adjustments. Both accommodate negatives up to 2 3/4 x 3 3/4 inches.

BIOLOGY teacher: "Now, who can tell me, what is the highest form of animal life?" Student: "The highest form of animal life is a giraffe."

For more facts use Inquiry Card, SM-384

A NEW TAPE RECORDER that Every School can Afford!



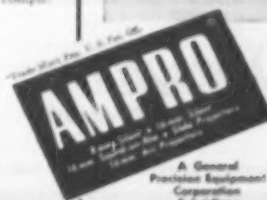
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take-up reel, radio-
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Features of the New AMPRO MAGNETIC TAPE RECORDER AND PLAYBACK UNIT

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Today's greatest tape recorder value—only \$94.50 complete! This unit offers features not found on recorders selling for up to 50% more.
- 2 2 Hours of Recording on One Standard 7" Reel**
Almost twice as much recorded material on each reel of re-usable tape... as compared with conventional tape recorders!
- 3 Completely Portable**
The new design of this recorder makes possible drastic savings... in weight and bulk. It weighs less than any other recorder on the market today—a mere 15 pounds—complete, in case.
- 4 Simplest to Operate**
A young child can operate this recorder. Operation has been reduced to its simplest terms. There are no complicated gadgets to confuse the operator.
- 5 Engineered, Built and Guaranteed by Ampre**
... a name famous for more than 20 years for fine craftsmanship in the design and manufacture of precision motion picture equipment.

SEND COUPON FOR CIRCULAR giving full details, specifications, and illustrating many school uses for this basically new tape recorder.



SPEECH CORRECTION can be speeded up, made more effective through the use of before and after tape recordings of student speech defects.

PUBLIC SPEAKING classes may make recordings of student speeches for later play-back with corrections and criticisms.

FOREIGN LANGUAGE classes can make effective use of tape recordings of expert foreign languages—checking their class recitation with the recorded sequence.

CONTROLLED DICTATION for shorthand and stenography classes is possible with handy, low cost tape recordings which may be used over and over again.

SLIDES and FILMSTRIPS are far more effective in class studies through the use of tape recorded commentaries and backgrounds.

TEACHING MUSIC can be simplified by using tape recordings of professional musicians... comparing students efforts, making comparisons and corrections.

AMPRO CORPORATION SM250
2815 N. Western Ave., Chicago 18, Illinois

Gentlemen:

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Sound System Console SM-410G
New dual-channel console for medium-size sound systems, RCA Type MI-12780, permits dual programming of radio, recorded programs, or special announcements to loudspeakers in as many as 60

locations. The unit provides 9 in-pot circuits and facilities for simultaneous transmission of two different programs to different areas, or transmission of a single program with the second channel reserved for intercommunication.

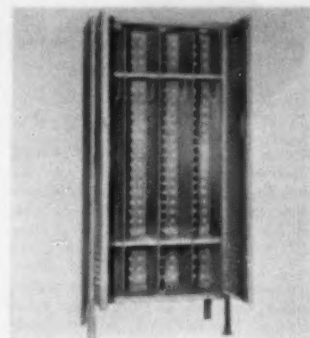
This sturdy piece of equipment features centralized fingertip control, two self-contained 30-watt amplifiers, and provision for visual and audio monitoring of the programs. A separate record player, transcription turntable, and radio tuner may be attached.

High-Frequency Tweeter SM-402G
If you'd like inexpensively to improve the tone quality of your school auditorium public address or wired music system, install the new Masco HFT-100 high-frequency tweeter. When it is used in conjunction with the average cone

speaker, wide-range response from the lowest response of the cone speaker to better than 15,000 cycles is obtained without distortion. Installation is simple, requiring connection in a series of the existing cone and high-frequency tweeter. Maker is Mark Simpson Mfg. Co.

Heating Coil SM-420G
Time savings in figuring a job and in installation are effected when Kritzer commercial Fin-Pipe coils are used for heating. Low cost per lineal foot and fewer fittings feature this long-section pipe. A notched steel fin design makes installation of an attractive grille easy.

These heating coils come in three sizes in lengths of from 2 to 20 feet. They are made from high-grade steel pipe tested for safe, high working pressure.



Elementary School Locker SM-401G
Your pupils can easily hang their clothing and belongings in this new locker made specially for them by Lyon Metal Products, Incorporated. Unit is 24 inches wide, 12 inches deep, and 48 inches high (54 inches if legs are used). Each compartment has adjustable top and bottom shelves and 2 single-prong coat hooks. Each locker has 4 separate compartments.

Back of locker is punched, and double doors are louvered for ventilation. Doors open only 90 degrees to prevent contact with adjacent locker doors. Color of the lockers is green baked-on enamel or non-glare gray.



New Seating SM-415G
Useful for wide rooms and lecture seating are the new-model Universal Tables made by the American Seating Company. Tables can be placed either in straight rows, or in an arc with ends mitered. They are installed with swivel chairs fixed to the floor. This saves space and permits a wide alley of egress in case of fire.

Tops of tables are of heavy, cored plywood which gives maximum strength and resistance to moisture and temperature. They are protected by tongue-and-groove hardwood framing. Sturdy steel pedestals provide generous leg and knee room. Tables are 29 inches in height, come in widths of 16 to 24 inches. Lengths are available as desired, usually in two-pupil sections.

Nylon Typewriter Ribbon SM-418G
Extreme durability and superb writing quality are features of the new Remington Rand all-nylon ribbon. The thin, flexible fabric produces sharp, clear impressions. The specially developed ink is applied to the ribbon in controlled quantities according to requirements of specific machines.

Since this long-wearing fabric can re-
(Turn to page 30)

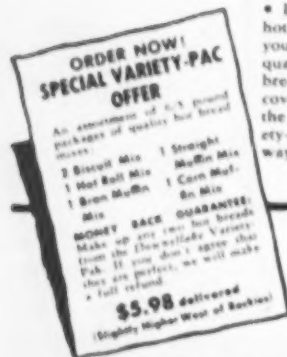
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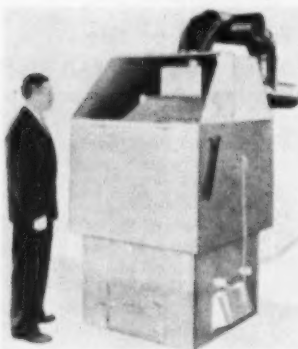
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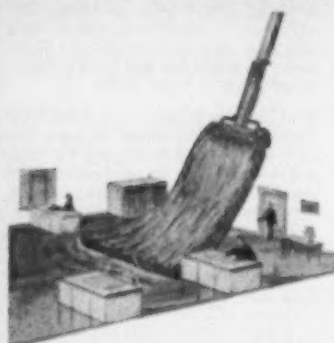
Inter-Communication Units SM-403G
For schools that need a simple, low-cost, loud speaker telephone inter-communication system, the Super Manufacturing Corporation has a new unit called the Superphone. It operates easily and efficiently over distances of 1,000 feet, recreating the speaker's voice in strong, clear, natural tones.

Basic equipment comes with two stations connected by 50 feet of 3-wire cable and equipped with attachment cord and plug. Extra substations and additional cables may be added as needed. Each compact unit measures 4 1/2 x 5 1/2 x 4 1/2 inches and is housed in a gray steel case.



New Incinerator SM-407G
Unsanitary health hazards of stored refuse and garbage, presence of rats and vermin, and costs of refuse handling and removal can all be reduced with the new gas-fired, Winnen CB-20 incinerator. It's made by the Ramsey-Bennett Company. The ventilating system keeps all smoke and odor from inside of the building.

Unit has a 20-barrel-capacity combustion chamber lined with fireproof Haydite slabs. Using natural, manufactured, or bottled gas, the twin-burner mechanism provides a hot, intense flame. Fuel costs, states the manufacturer, are negligible. Safe lighting can be had with either manual or continuous pilot flame.



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Fuller's constant laboratory analysis of mop yarns includes two close-tolerance twist tests, two tensile strength tests, water absorption tests for quantity and for speed, wear test and shrinkage test. Fuller writes the yarn specifications and has worked closely with the same textile mills for over 25 years. Consequently, in every Fuller mop you can depend on (1) long wearing quality (2) greater water absorption and (3) high speed rinsing—which means cleaner yet faster mopping.

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(Continued from page 28)

plush its ink supply rapidly; increased uniformity of printwork is achieved. Typed impressions erase easily.

The ribbon is supplied in 12 and 16-yard lengths. It is recommended for use on standard and electric typewriters, electric billing, bookkeeping, and accounting machines.

Fire-Feeder

SM-409G

Increased efficiency is obtained by the automatic Fyr-Feeder using the cheapest sizes of coal or wood (planer) chips and sawdust. It produces increased boiler

capacity. By Fyr-Feeder's "fire-over-fire" method, solid fuels are automatically graded. Larger pieces fall near the front of grate, and smaller pieces are carried to the rear of the grate. They are passed over the length of the hot fuel bed, producing instantaneous combustion of the fuels in suspension and quick combustion of fuel on the grate. The American Coal Burner Company, manufacturer, claims this device makes no clinkers and reduces stoker maintenance to almost zero.

Lighting Fixture

SM-405G

A high concentration of useful illumina-

tion in the critical working zone is produced by the Frink L-I-N-O-L-I-T-E Series 27, all-steel louvered fixture. Light distribution is 40 percent upward, 60 percent downward. Unit uses two 40-watt T12 lamps. Installation may be on ceiling or standard hanger, singly or in continuous rows. Louver can be quickly opened from either side. Wiring trough cover is hinged for easy accessibility to ballasts, wiring, and sockets.

Spotlight Lamp

SM-424G

For school auditorium stage aprons and for temporary lighting for outdoor per-

formances. General Electric has a new, 200-watt, narrow-beam projector spot. This compact, sealed-beam type spotlight projects a beam of approximately 20 degrees. Its initial maximum beam candlepower is approximately 50,000.

New Storage Files

SM-417G

These new Chem-Board storage files offer serviceability in the steel file range and are priced in the corrugated paper board file range. They are made of corrugated fiber board. A chemical impregnation process binds and hardens the fibers of the board to make it hard and

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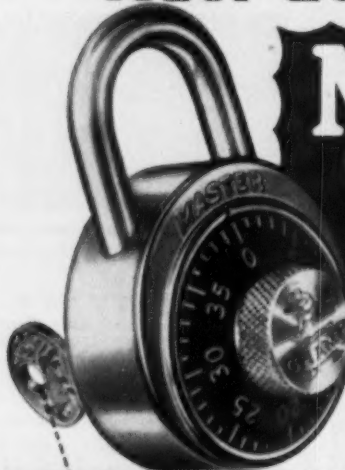
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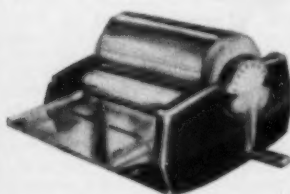
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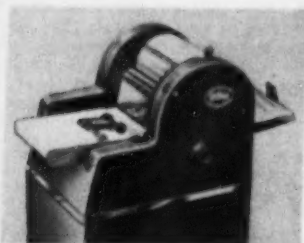
strong. An almost waxlike texture makes it easy to open and close heavily loaded drawers. The files can be stacked to the ceiling without intermediate supports. They mate together vertically and lock together side-to-side. The standard line includes 14 sizes. Maker is Convoy, Inc.



Liquid Duplicator SM-412G

The 1950 Duplcopy liquid duplicator, Model H-44, employs all the principles of operation and many of the features of larger, more costly machines.

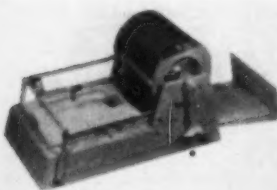
With one clockwise revolution of the handle, it will deliver each copy face up. It has one roller moistener without wick, and a concealed fluid tank. A positive master clamp and floating self-adjusting pressure roller are other features. Machine has die-cast aluminum frame and drum.



Liquid Duplicator SM-413G

Fast, quiet, and efficient. That describes the new electric, Model 9E, Old Town liquid process duplicator. Machine makes copies up to 9 x 17 inches in size with hairline registration. Up to 6 colors can be used. A sheet separator assures single sheet feeding. Paper tray holds 250 sheets.

This machine has completely automatic paper feed, master clamp and master release, a reset copy counter, and large fluid reservoir. It is one of a new line of duplicators now being manufactured by the Old Town Ribbon & Carbon Company, Inc.



Stencil Duplicator SM-411G

This new low-cost stencil duplicating machine, called the Sure-Rite, will do precision work for schools. It can print within 1/4 inch of the top of paper. Color or run registration can be easily accom-

plished. Paper setting for postcard size to legal size can be done quickly.

Sturdily built machine has a cylinder-type drum with economical ink feeding. Automatic inking, automatic feed, automatic impression release, and a reset counter are standard equipment. Two metal-plate static eliminators are furnished. Machine is unconditionally guaranteed for one year against faulty workmanship by the maker, American Stencil Manufacturing Company.

New Mop Dressing SM-400G

School custodians faced with daily dirt and dust control will be delighted with the new Humtolsen emulsifiable floor maintainer made by Huntington Laboratories, Inc. It cleans floors, walls, furniture, blackboards quickly and thoroughly by picking up all dirt and grit on contact. There's no need for rubbing. When a surface has had several Humtolsen applications, dust clings to it and much airborne dust is eliminated.

Because this dressing mixes with water, embedded dirt and grime will completely wash out of a treated mop or cloth, leaving it clean, fluffy, and sanitary.

Non Slip Floor Coating SM-423G

The hazards of slippery linoleum, asphalt, and rubber tile floors are avoided by use of No-Slip, made by Time-Saving Specialties. This resin water emulsion floor coating gives a lustrous finish, yet in-

(Turn page)

For more facts use Inquiry Card, SM-680

HOME FREEZING INVADES SCHOOLS



The modern home economics curriculum now includes food freezing and storage, using home freezers—subject sweeping country like a cold wave

Today, if you attend a home economics session in an up-to-date school, you're likely to find students learning how to freeze meats, poultry, fruits and vegetables, and how to store them until needed in a modern Home Freezer.

This revolution in home economics teaching is due to the fact that more than one and one-quarter million American families now have Freezers. To keep up with

the times, the school home economics curriculum must include courses in the use of this equipment that makes fresh foods available in the home the year 'round, regardless of season.

No Special Wiring

Schools have welcomed this addition to their home economics installations, not only because parents and pupils alike are pleased and benefited, but because installation presents no problem. No special wiring is required for an Electric Freezer. It may be located wherever most convenient, and simply plugged into an ordinary electric outlet.

Home economics teachers, members of school boards, and other school officials may get complete information about this appliance that is now a "must" in every home economics department, from local electric service companies or appliance sales organizations.

What is a Farm & Home Freezer?

"An Electric Farm and Home Freezer is the household type of low-temperature, mechanically refrigerated cabinet used exclusively for the freezing and/or storage of frozen foods."

It is in no sense a substitute for the conventional household refrigerator.

Of course...it's ELECTRIC!



Informative Booklet offered FREE!



To help in the teaching of home freezing, a 28-page booklet—"How to Enjoy Better Meals with Less Work at Lower Cost"—is offered. This is a complete and comprehensive piece of literature, profusely illustrated, covering every phase of the modern Home Freezer and its uses. Includes fruit and vegetable freezing charts. No home economics teacher will want to be without this extremely helpful booklet, offered absolutely FREE. Use coupon!

FARM & HOME FREEZER SECTION

National Electrical Manufacturers Association

ADMIRAL • EMM-HUE • BISHOP • COOLERATOR • CROSLY • DEEPFREEZE
FRIGIDAIRE • GENERAL ELECTRIC • GIBSON • HOTPOINT • KELVINATOR
INTERNATIONAL HARVESTER • NORD • SANITARY • SCHAEFER
SEAGER • STEPHENSON • SUN-ZERO • WESTINGHOUSE • WHITING

Mail this for FREE booklet!

National Electrical Manufacturers Association
Farm & Home Freezer Section, Dept. SM-2
155 East 44th Street
New York 17, N. Y.

Please send me, absolutely FREE, copy of "How to Enjoy Better Meals with Less Work at Lower Cost."

YOUR NAME

NAME OF SCHOOL

STREET & NO.

CITY, ZONE & STATE

T EACHERS and group leaders who are planning to observe Pan American Day on April 14, will be interested in the free material distributed by Pan American Union.

Two posters for bulletin boards are available. One shows the massed standard of flags of the American Republics in color, the other gives basic information on the countries and on the Organization of American States. A fifteen-minute radio script on the Pan American Union,

booklets, and a list of sources for other material such as Latin American song books, records, games, films, and flags are also available. For detailed information write to Division of Special Events, Pan American Union, Washington 6, D. C.

A CITY-WIDE Audio-Visual Education Exposition was recently held in Atlanta, Georgia, for the purpose of displaying the many teaching aids and techniques used in the public schools.

Committees demonstrated audio-visual aids for topics relating to studies from kindergarten to high school, reports *Film World*.

T HE tape recorder is useful in history classes reports Kathleen McBrayer, Greenville, Mississippi, teacher, in *Audio-Visual Guide*. She finds it a good medium for motivation, corrective speech work, and making radio programs available at the proper classroom hour.

For more facts use Inquiry Card SM-4362

Simplifies Administration



Rauland Low-Cost S24 Intercommunication System for the Smaller School

The RAULAND Model S24 System is designed for application where voice communication is the primary facility desired. This system offers ideal low-cost two-way intercommunication for supervision of all school activities. It is an indispensable tool for efficient school administration.

Capacity Up to 24 Rooms. The S24 System is available with facilities for intercommunicating with 12 or 24 rooms. An ALL-CALL feature permits simultaneous paging through all room speakers by the operation of a single switch; an invaluable feature for Emergency supervision.

Simple Operation. Announcements, speeches and other voice transmission can be made by microphone to any or all room speakers, as desired. Incoming and outgoing volume controls are provided for adjusting volume to and from rooms.

Radio and Phone Provision. To achieve added versatility and usefulness, the S24 System has provision for connecting external radio or phonograph, permitting the distribution of radio or recorded programs to room speakers. Speech origination from any room to the master unit is also possible. The S24 System is attractively housed in a compact metal cabinet suitable for table or desk installation.

The low-cost RAULAND S24 System offers unusual intercommunication facilities, superb tone quality, and complete trouble-free dependability. Write us today for full details on the S24 System, and for information on the complete line of RAULAND Centralized Sound Systems for schools.

RAULAND-BORG CORPORATION
3523-M ADDISON ST., CHICAGO 18, ILL.

Rauland

SOUND • INTERCOMMUNICATION

For more facts use Inquiry Card SM-4442

QUICKLY FOLDS OR UNFOLDS for changing ROOM USES



Mitchell FOLD-O-LEG tables

- MORE** seating capacity
- MORE** leg comfort
- MORE** exclusive features
- MORE** strength and rigidity
- MORE** for your money

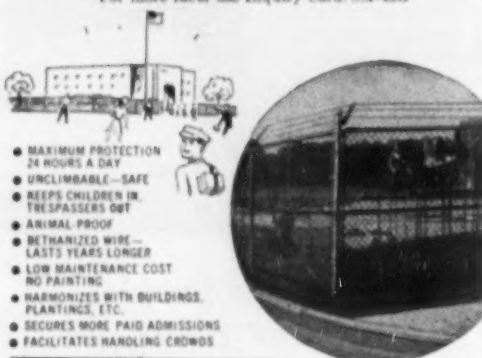
Churches, schools, hotels, institutions, fraternal buildings. Convert any room into a banquet or group activity room. Clear it in minutes.

Send for folder with complete specifications.

MITCHELL MANUFACTURING COMPANY
2730 S. 24th St., Milwaukee 7, Wis.

THE STRONGEST, HANDIEST FOLDING TABLE MADE!

For more facts use Inquiry Card SM-450



- MAXIMUM PROTECTION 24 HOURS A DAY
- UNCLIMBABLE—SAFE
- KEEPS CHILDREN IN, TRESPASSERS OUT
- ANIMAL PROOF
- BETHANIZED WIRE—LASTS YEARS LONGER
- LOW MAINTENANCE COST NO PAINTING
- HARMONIZES WITH BUILDINGS, PLANTINGS, ETC.
- SECURES MORE PAID ADMISSIONS
- FACILITATES HANDLING CROWDS

IT ALL ADDS UP TO ATLAS

ATLAS FENCE is ideal for schools, playgrounds, swimming pools, athletic fields, parks and private grounds. Because of the way it is manufactured and installed . . . and because of the Bethanized wire from which it is made, Atlas is the most practical fence obtainable. The Bethanized wire, with its electrolytic application of pure zinc, provides a heavy, uniform coating that adds years of service.

Installed anywhere by factory-trained crews. Write today for full information.



ATLAS FENCE COMPANY

PICKWICK & SALMON STS.

PHILADELPHIA 34, PA.

SCHOOL SUPPLIES AND EQUIPMENT

(Continued from page 31)

Use the SCHOOL MANAGEMENT CARD on page 29 or the Inquiry Card. Indicate key number of item on which you wish to receive further information.

sure a nonslip surface. It is impervious to water, fats, and greases, is nonflammable, contains no wax or harmful ingredients. It carries the Underwriters' Laboratories label.



Floor Polisher SM-422G

For small floor areas and all spots where traffic is heavy and off-the-surface cleaning needed, the new Red Devil FPH floor polisher comes in handy. The 33-pound machine operates on either AC or DC. Its cast-iron base and 300 r.p.m. motor, centered directly over the brush, produce balanced pressure and make this

For more facts use Inquiry Card SM-466

SOMEBODY

uses for so-called free textbooks. They now cost almost twice what they did a few years ago. The new PLASTICAT Book Covers designed with your seal, and in your colors, use "school spirit" to more than double textbooks' life. Students willingly purchase these good looking, washable, long wearing covers, and thus protect their books! Now used by thousands of schools. Excellent for money raising student projects. Write for free samples, etc. The Colad Co., Dept. SM, 1441 Hotel Ave., Buffalo 16, N. Y.

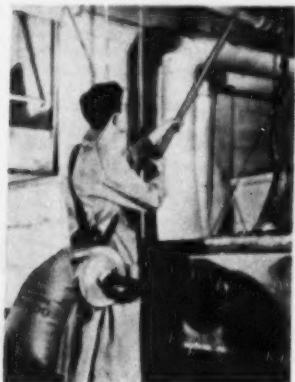
streamlined machine easy to handle. An 11-inch bristle spread brush is standard, but many special brushes are available.



Snow Plow SM-404G
Custodians will find it easy to keep drive-ways and walks clean with the Maxim Snow Throwing. This hand-operated, self-propelled rotary snow plow cuts into any kind of snow—wet or dry, level or in drifts. It avoids banked-up edges by throwing the snow up to 50 feet away. Powered by a 7.2 hp engine, this compact machine moves at a rate of 120 feet per minute. It cuts a path 28 inches wide. Maker is Maxim Silencer Company.

Nylon Paint Brush SM-400G
Here is a brush that has the advantages of nylon without its previous disadvantages. The Fuller Brush Company, manufacturer, claims these new brushes will last four times as long as many bristle brushes. A special sanding process softens the tips and improves capillary attraction, so that paint can be applied smoothly and evenly.

Tips maintain taper with continued use. Holding capacity of brush is increased by special blending of the durable nylon filaments. The Fuller line includes brushes for use with all types of oil and water paints, synthetics, lacquers, kalomines, and enamels.



Portable Vacuum Cleaner SM-406G
When you want to clean under machinery and workbenches, in stock bins and storage shelves, on overhead pipes, stairways, and all confined areas, it's helpful to have a vacuum slung over the shoulder, leaving both hands free. Made for this purpose by the Breuer Electric Manufacturing Company is the lightweight, sturdy Tornado portable vacuum cleaner. It comes in four sizes with weights ranging from 7 to 16 pounds. Universal motors mounted on permanently sealed bearings range from 1/3 to 1-1/3 hp. For cleaning stock bins and shelves, a special device is available which salvages screws, nails, clips, scrap, and keeps them away from fan chamber.

MANUFACTURERS' LITERATURE

Use the SCHOOL MANAGEMENT coupon on page 29 or the Inquiry Card. Indicate key number of item on which you wish to receive further information.

Westinghouse Electric Corporation. Productive Power on the Farm. Tells how to apply motors and controls to farm jobs. **SM-454G.**

S & M Lamp Company. Flood-Lights. Describes more than 100 flood-lights and reflectors. **SM-461G.**

General Finishes Sales & Service Company. Facts . . . on Preserving and Finishing of Beautiful Wood. Gives information useful to students finishing wood projects. **SM-455G.**

Red Tiger Products, Inc. Catalog No. 110. Shows a variety of office and steel

equipment especially suited for storage, materials handling and inventory control, and emphasizes free advisory service on problems involving use of steel equipment. **SM-456G.**

Superior Coach Corporation. 5,000,000 Reasons Why Only the Safest School Bus Is Good Enough for Your Children. Includes enlarged illustrations of all the safety features of the all-steel Superior school coach. **SM-450G.** (Turn page)

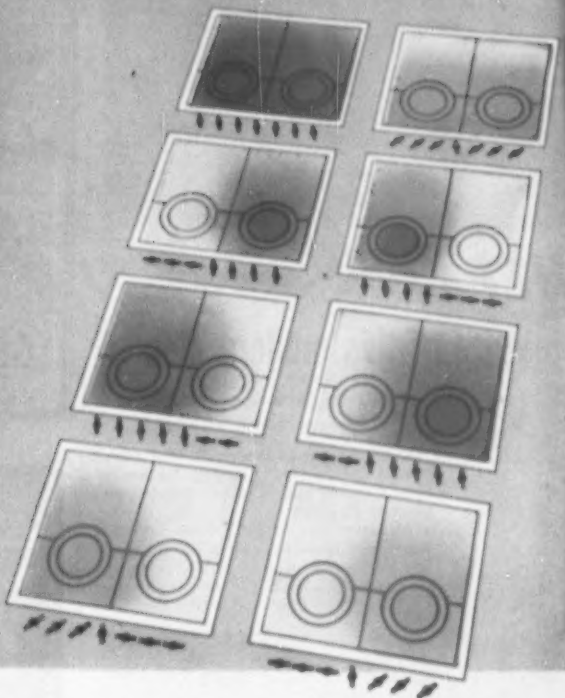
For more facts use Inquiry Card. **SM-47G**

ONLY GARLAND THE LEADER

gives you top heat flexibility like this . . .



because only
GARLAND



gives you FRONT-FIRED BURNERS

Pictured here are only a few of the infinite number of heat variations you get on the Garland All-hot Top.

Seven, yes, seven individually controlled burners—all front-fired give the chef any heat he wants—anywhere on the cooking top. Garland helps the chef prepare better food—faster. Garland helps

save fuel. Garland helps reduce the cost per meal served.

All Garland models are available in stainless steel and equipped for use with manufactured, natural or L-P gases. Consult your Garland Food Service Equipment Dealer. He is an expert advisor.



GARLAND*

THE TREND IS TO GAS
FOR ALL COMMERCIAL COOKING

Heavy Duty Ranges • Restaurant Ranges • Broilers • Deep Fat Fryers • Toasters
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PRODUCTS OF DETROIT-MICHIGAN STOVE CO., DETROIT 31, MICHIGAN

*ANS. S. E. 402. 677.

Free Literature

(Continued from page 33)

Ace Instrument Company, Inc. Ace Automatic Combustion Control for Economic and Efficient Boiler Operation, No. C-22. Includes diagrams of typical arrangement of regulators. **SM-462G.**

Hamilton Manufacturing Company. Hamilton Printing Equipment for Schools, Catalog No. 26. Features a new

all-steel, single-tier type cabinet with ample facilities and working room for two students at one time specifically adapted to instruction purposes. **SM-463G.**

John L. Lacey, Birdsmith. Audubon Kit of Bird Modeling. Illustrated folder describing the various kits which give complete materials and instructions for carving and painting exact-scale models of birds. **SM-459G.**

Smooth Ceilings System. Examples in Application of the Smooth Ceilings System of Flat Slab Construction. Includes high-school application, with designs based on modern methods of elastic analysis. **SM-453G.**

Pan-American Band Instrument Company. Folder Listing Pan-American Educational Aids. Describes WISIP (What Instrument Shall I Play) the free quiz for school music beginners. **SM-464G.**

For more facts use Inquiry Card, SM-480G



WET PICKUP— a feature of this modern cleaner

Help! Help! A washbowl or a toilet is overflowing . . . the situation must be met immediately.

The wet-dry pickup feature of General Electric Heavy-duty Cleaning Equipment often saves its cost in just one such emergency as an overflow.

All over the building, these powerful vacuum cleaner units reduce cleaning costs and simplify the maintenance problem. An inexperienced man or woman soon becomes an expert with the special extension rods and brushes.

Even if you have a built-in vacuum system, you need this highly mobile equipment. Designed to General Electric's high standards, it's built to last.



**SEND
TODAY!**

Write for specification data

Learn how General Electric Heavy-duty Cleaners clean the whole building with new speed and thoroughness. A careful survey of your building's requirements will be made without obligation.

Commercial Vacuum Cleaners GENERAL ELECTRIC

GENERAL ELECTRIC COMPANY, Dept. 22-316
1285 Boston Ave., Bridgeport 2, Conn.

Our most serious cleaning problem is

Without obligation, please send specification data on your new equipment.

NAME

HOTEL

ADDRESS

CITY

STATE

For more facts use Inquiry Card, SM-480G

Cut Your Floor Cleaning Time 25% to 50% with one of these wringers



Geerpres Mop Wringers
do this because:

1. One operation of the handle extracts more water than 2 operations with other wringers.
2. Geerpres wringers squeeze mops drier.
3. Wringing with Geerpres means uniformly dry mops.
4. Geerpres outfits can carry 50 to 100% more water for the same size wringer.
5. Geerpres wringers leave no rings on the floor since splash-over is virtually eliminated.
6. Hotter Water can be used where floors can take it.
7. Geerpres wringers do not tear mop strings loose.

Shown: No. 2436 Outfit Complete

Ask for
Catalog No. 946.

. . . A Geerpres wrings everything but the stick!
GEERPRES WRINGER, INC.

Manufacturers of High Grade Mopping Equipment
P. O. Box 608 Muskegon, Michigan

For more facts use Inquiry Card, SM-504G



Ideal for music appreciation,
public speaking, gymnasium, etc.

Portable Record Player
Variety Model

- ★ DELUXE PORTABLE CARRYING CASE in two-tone Leathette. Plays 12" records with cover closed.
- ★ 3 TUBE (super performance) AMPLIFIER of latest design and skillfully engineered circuit using highest quality material and filtered for superb faithful reproduction of high fidelity.
- ★ 5 1/2" G.E. SPEAKER of heavy 25 ALNICO magnet ensures audacious reproduction.
- ★ SEPARATE VOLUME CONTROL to regulate your de-

vised volume from a whisper to the full realism of an orchestra.

- ★ FULL RANGE TONE CONTROL incorporating the SYMPHONIC BASS and TREBLE.
- ★ PICK-UP ARM is of light weight with a sealed moisture proof crystal prolonging life of the records.
- ★ The MOTOR is a rim drive 78 R.P.M. 110-120 Volts, 60 cycles A.C. constant speed trouble-free.
- ★ SIZE 13 1/2" long — 14 1/4" wide, 7 1/2" high.

See your local school supply distributor
or write direct for 1950 brochure and discounts.



RCA Licensed
Manufacturers

SYMPHONIC RADIO & ELECTRONIC CORP.

282 MAIN STREET — CAMBRIDGE, MASS.
Manufacturers of America's most
complete line of Record Players

West Disinfecting Company. The Proper Care of Floors. Discusses the cleaning, sealing, and maintaining of every type of floor and floor surface. **SM-457G.**

Precision Equipment Company. Catalog. Many items needed by schools—from storage shelving, lockers, and filing cabinets to waste receptacles, folding tables, and laboratory furnaces—are listed. **SM-458G.**

South Bend Lathe Works. Bulletin No. 500. Gives complete description of new South Bend 7-inch, precision bench shaper for rapid machining on small parts. **SM-451G.**

Trane Company. Catalog on Trane Unit Ventilator. Features full-color photographs showing typical installation of this heating and ventilating unit in many typical schoolrooms. **SM-465G.**

F. W. Stewart Manufacturing Corporation. Flex-O-Shaft Booklet. Illustrates the many uses for this lightweight but powerful machine especially adaptable to school shop use. **SM-466G.**

Amplifier Corporation of America. 1950 Twin-Trax Recorder Catalog. Illustrates and describes extensive line of magnetic tape recorders and accessories for every recording purpose. **SM-467G.**

F. W. Wakefield Brass Company. Catalog No. 50. Covers full layout and engineering data on fluorescent equipment in luminous indirect and direct-indirect, for both standard and Slimline lamps. **SM-452G.**

TEACHING MATERIALS

Use the SCHOOL MANAGEMENT coupon on page 29 or the Inquiry Card. Indicate by number of item on which you wish to receive further information.

Learning Through Group Discussion. Junior Town Meeting League. 32 pages. Free.

A better job of teaching will be done by those who know the answers to the questions: What are the newest techniques for discussion in secondary

For more facts use Inquiry Card, SM-510G

**FREE Catalog
BRONZE TABLETS**

**DESIGNS FOR
EVERY NEED**

Write today for free 68-page catalog, 6-16 containing 150 cup-positions for solid bronze tablets — see variety, lower prices, quantity discounts, etc. Ask for catalog 1.

INTERNATIONAL 132 West 124th St.
BRONZE TABLET CO., INC. NEW YORK 17, N. Y.

- PRINCIPALS
- SUPERINTENDENTS
- GUIDANCE DIRECTORS

If you find it difficult to recommend a boarding school to meet the needs of a specific student, we would be glad to help you. The staff of the School Bureau has visited all types of schools throughout the country. Write us fully giving all pertinent information. We will select schools meeting the requirements and have catalogs sent to you.

School Bureau, Parents' Magazine
32 Vanderbilt Ave., New York 17, N. Y.

schools? How can group discussion be evaluated as a learning process? The answers given in this booklet are the result of special workshop study by leaders and specialists in education from different parts of the country. Practical suggestions for teachers are given. SM-475G.

A Civil Rights Map of America. Oceana Publications. 22 x 17 inches. Free.

This handy visual aid shows at a glance the existence or nonexistence of civil liberties laws in all sections of the country. By means of keyed numbers, the laws are broken down according to their application to spheres such as public schools, colleges, public employment, travel, civil service, and health and welfare facilities. This map is reprinted from *The Law of Civil Rights and Civil Liberties*, by Edwin S. Newman. SM-476G.

CEREAL Institute, Inc. offers two sets of materials for elementary school health-education programs. Free. **A Classroom Breakfast Party and Other Classroom Activities, EU1.** Breakfast teaching unit for grades 1, 2, and 3. Includes a 24-page teacher's manual, a classroom breakfast calendar, and 30 students' notebook folders. SM-479G. **Two Better Breakfast Plays and Other Classroom Activities, EU4.** Breakfast teaching unit for grades 4, 5, and 6. Includes a 26-page teacher's manual, classroom breakfast calendar, and 30 students' work sheets. SM-480G.

Feltboard. Visual Specialties Company. 7645 E. Jefferson, Detroit 14, Michigan. 2 x 3 feet. \$6.50. (Order directly from Visual Specialties. Please mention *SCHOOL MANAGEMENT*.)

This is helpful in the elementary grades for teaching numbers concepts and basic arithmetic, and in advanced grades for fractional parts. It is also useful in fields of oral expression, art, and color recognition. The unit consists of a board covered with specially treated felt, and numerous colorful felt cut-outs. When placed on the board, the cut-outs adhere until removed. One cut-out is a silhouette of an apple tree used with red apples, yellow leaves, or birds. Pupils understand quantitative differences when they see some apples on the tree, some on the ground.

There is a wide variety of standard cut-outs for use in arithmetic, art, and English; teachers and children may make extra ones from felt available by the yard. The lightweight, durable board has rubber-bound edges and an easel back which make it simple to set up anywhere. A 3 x 4-foot board is also available. SM-478G.

Tucson Bank Makes Loans To School Boys and Girls

Condensed from August, 1949, *Coronet*. Copyright, 1949, by Esquire, Inc.

AS a safe investment, the Southern Arizona Bank and Trust Company of Tucson considers the youth of America on a par with the best "gilt-edged" securities. In 1947 William L. Abernathy originated the idea of a "Youth Loan" to provide financial aid to enterprising youngsters.

According to Amos Tash, as reported in *Coronet*, the teen-age Eaton brothers, Freddy and Ronnie, were the first recipients. Their loan of \$480, at eight percent for six months, was invested in five Hereford calves. In less than five months they liquidated both the loan and the calves, and after deducting all expenses the youngsters showed a profit of \$25.

Loans are granted to juniors up to, but not including, 21 years of age. Most applicants are junior and senior high-school students. The youngsters' parents must agree to the undertaking and co-sign for the loan.

Since the program is an educational venture, to instill in youth the understanding of the American system of business enterprise, the bank's profits are nil. Regular interest rates prevail, but this income is placed in a separate fund and

distributed among local youth organizations at the end of the year.

The bank feels that this venture is giving a boost to ambitious youngsters and is pleased to report that hardly a borrower has fallen behind in the necessary payments.

NEWLY appointed Deputy State Superintendent of Public Instruction for the State of Washington is J. Burton Vasche. Formerly director of publica-

tions, he fills the post vacated by E. L. Lindeman, who is now with the Office of Education.

Dr. Vasche was supervisor of directed teaching and assistant professor of secondary education at San Diego State College before going to Washington in 1948. He also served as one of 10 members of the commission on public relations of the AASA, which is producing the association's forthcoming 1950 year-book.

For more facts use Inquiry Card, SM-3264

THE FIRST REALLY COMPLETE

Musical Instrument Line

Pan-American announces an addition to its already complete line of wind instruments—a NEW line of String, Rhythm Band and Percussion instruments . . . to serve the needs of the "group student" from "kindergarten to college." Now you can be sure of matched quality instruments for any instrumental program—with all instruments carrying the Pan-American name and guarantee.



RHYTHM BAND INSTRUMENTS

A complete line for Kindergarten and First Grade; all with P-A guarantee.

ADVANCED RHYTHM BAND

Instruments for Second and Third Grade. Junior size drums—snare, parade and bass; all P-A guaranteed.

SONG FLUTE

for pre-instrumental training in Fourth Grade, P-A guaranteed.

PERCUSSION AND WIND

Regular P-A line of wind instruments PLUS new P-A Percussion line for Grade and High School orchestras. All P-A guaranteed.

STRING INSTRUMENTS

Violin— $\frac{1}{4}$, $\frac{1}{2}$, and full size. Viola—full size. Cello— $\frac{1}{2}$ and full size. String Bass— $\frac{1}{4}$ and $\frac{1}{2}$ size. For Grade and High School orchestras. All P-A guaranteed.

THE FIRST REALLY COMPREHENSIVE PLAN

Everything possible to help the School Music Educator and the School Music Student—from Kindergarten through College! Rhythm Band instruments . . . Advanced Rhythm Band instruments . . . Song Flute . . . String, Percussion and Wind instruments . . . for grade school and high school band and orchestra.

Also available . . . Educational aids such as individual instrument fingering cards and wall charts, and other teaching helps to make school music education easier, more readily available to all.

NEW INSTRUMENT CATALOGS AVAILABLE

New sectional catalogs of Pan-American "Kindergarten to College" musical instruments are available, free and without obligation, upon request. Check the boxes in coupon below to indicate which catalogs you want. If you do not already get *The Baton* magazine (mailed FREE twice a year) please check that box.

Free



PAN-AMERICAN BAND INSTRUMENTS, ELKHART, IND., DEPT. 251

☐ Rhythm Band Instrument Catalog

☐ Percussion Instrument Catalog

Name _____

☐ String Instrument Catalog

☐ Wind Instrument Catalog

Address _____

☐ The BATON Magazine

City, Zone, State _____

Handbook Aids County Superintendents

PROBLEMS confronting North Dakota county superintendents don't seem nearly as large as they used to, now that they have the "Handbook for County Superintendents." This is issued by the state superintendent of public instruction and is the result of the cooperative efforts of superintendents, institutions of higher learning, and the department of public instruction. Its main purpose is

to establish specific standards for the county superintendent in setting up a desirable and attainable educational program in his county.

Major fields covered by the handbook are administrative or general duties, supervision of schools, school officers, school district reorganization, testing, school records and promotions, and youth activities.

For more facts use Inquiry Card, 8M-582



Are You Refurnishing Your School?

By the purchase of new, additional desks — or the replacing of old wornout and out-moded furniture with new movable desks or desk chairs? You will find that Beckley-Cardy can supply you whatever you need — at a cost which is in keeping with your budgets. Before committing yourselves — ask the Beckley-Cardy Representative or write your requirements direct.

BE MODERN

Furnish with the best — yet at economy prices!

Beckley-Cardy Super De Luxe Movable CHAIR DESKS



A most versatile chair desk combination made in 3 sizes from Primary to High School. Quick, easy, secure adjustment. Frame welded 10 g. steel; all corners rounded — wood saddle seat and writing top. Superior strength, streamlined beauty, extra comfort combined with long life, makes the D1414 Super De Luxe Chair Desk a most desirable buy.

FOUR OUTSTANDING ADVANTAGES

These points make this Chair Desk a real leader:



Curved Arched back provides extra comfort and correct posture.



Rounded corner desk, polished and finished. Assured safety room for natural resting and leaning seat.



Extra rigid top with steel "V" brace reinforcement provides unusual strength.

Instant adjustment for height — Tamper-proof.

Ready for immediate shipment.

The D1414 is but one of a complete line of better school desks. Write for Catalog 64 today for prices, etc.



THE cooperation of a Summit, New Jersey, bank with the school insures the safety of the school's cumulative record cards and other vital records. The M. S. S. C. Exchange states that through the loan of the bank's Recordak machine, records of 1700 graduates have been microfilmed and stored in the safe deposit vault. The total cost was only \$30: \$7 for the film, and reimbursement of the bank operator at the rate of \$1.50 an hour.

For more facts use Inquiry Card, 8M-540



STUMPED BY A LOCKER PROBLEM? Ask Dudley



RD-2

Rotating dial combination in stainless steel case. Dependable 3-tumbler mechanism. Two year guarantee.

The Dudley Lock representative near you is an expert at solving school locker problems. He'll be glad to consult with you about your school's problems. There's no cost or obligation of any kind. Write for the name of the Dudley representative in your area.

DUDLEY LOCK CORPORATION

570 W. Monroe St., Dept. 217, Chicago 6, Ill.

For more facts use Inquiry Card, 8M-556

The KENT "Fast Cleaning Team" Keeps your floors up . . .

and your costs down!

- KENT Floor Machine
- KENT Electric Mopper



The KENT Floor Machine scrubs your floors thoroughly, quickly . . . the KENT Electric Mopper picks up the dirty scrub water immediately . . . floors dry almost instantly! KENT Floor Machine also steel-wools, polishes . . . KENT Electric Mopper converts to dry vacuum use! Write for further information to:

CLEAN WITH **KENT** EQUIPMENT

The KENT Company, Inc. • 407 Canal St. • Rome, N.Y.

CHECK LIST OF NEW PUBLICATIONS

Use the SCHOOL MANAGEMENT coupon on page 20 or the Inquiry Card. Indicate by number of item on which you wish to receive further information.

For Administrators

SM-200G—Yearbook of the United Nations 1947-48. International Documents Service, Columbia University Press, 2960 Broadway, New York 27, New York. 1126 pages. \$12.50.

A complete, official, and fully documented account of the work and accomplishments of the United Nations and the Specialized Agencies between June 30, 1947, and September 21, 1948. A compilation of reference material, available in no other single volume, is included.

SM-201G—Trends in the Employment of Young Workers. Annual Report. National Child Labor Committee, 419 Fourth Ave. New York 16, New York. 21 pages. Free.

The latest facts and figures concerning employment of young workers are contained in this report for the year ending September 30, 1949. It summarizes federal and state legislative action in 1949 and outlines the current program and activities of the National Child Labor Committee.

SM-202G—Can Labor and Management Work Together? Pamphlet No. 151. By Osmond Nichols and T. R. Carskadon. Public Affairs Committee, Inc. 22 East 38 St. New York 16, New York. 32 pages. 20¢.

Analyzes the conflict between the two and reveals important bases for cooperation and mutual benefit.

Arithmetic

NOBLE AND NOBLE. Publishers, Inc. 67 Irving Pl. New York 3, New York, offer two books on arithmetic for elementary grades. 50¢ each.

SM-224G—Our First Number Book. By I. Victor Burger. 92 pages. The modern concept of teaching meaningful arithmetic in the primary grades is de-

For more facts use Inquiry Card, 8M-560

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SM-225G—1001 Review Exercises in Arithmetic Fundamentals. By Henrietta D. Antoville and Catherine M. Trube. 40 pages. Drills to help the teacher discover defects of sixth and seventh grade pupils and to determine the help that is needed.

SM-226G—Arithmetic Can Be Fun. By Munro Leaf. J. B. Lippincott Company, 521 Fifth Ave. New York 17, New York. 64 pages. \$1.75.

Amusing illustrations and text present the learning of simple measurement, counting, telling time, and so on as fun to primary grade children.

SM-227G—Modern-School Solid Geometry. New edition. By Rolland R. Smith and John R. Clark. World Book Co. Yonkers-on-Hudson, New York. 256 pages. \$1.76.

Reasoning is emphasized and understandings are developed. Exercises, tests, reviews, and interest features are provided.

Curriculum

TEACHERS College, Bureau of Publications, Columbia University, New York 27, New York, announces three research studies of the Horace Mann-Lincoln Institute of School Experimentation, designed for better school programs.

SM-203G—Children's Interests and What They Suggest for Education. By Arthur T. Jersild and Ruth J. Tasch. 173 pages. \$3.25.

A practical guide for using and developing children's interests not only as aids or guides to learning, but as forms of experience through which children discover themselves.

SM-204G—Joys and Problems of Child Rearing. By Arthur T. Jersild, Ella S. Woodyard, and Charlotte del Solar in collaboration with Ernest G. Osborne and Robert C. Challman. 235 pages. \$4.50.

Information about the psychological forces that are at play in homes today. Gives teachers who are not parents a picture of the stresses and strains of home life. Enables them to approach individual parent-teacher conferences, parent-teacher meetings, and other home contacts with greater security.

SM-205G—Parents and Teachers View the Child. By Charlotte del Solar. 136 pages. \$3.

Compares parents' and teachers' common, conflicting, and distinctive concerns about the children in their care. Reports what children themselves think about their home and school lives. The author's analysis gives a fresh perspective on emphasizing over-all growth rather than intellectual achievement and conformity to adult standards.

SM-206G—Vocational Education in a Democracy. Revised edition. By Charles A. Prosser and Thomas A. Quigley. American Technical Society, Drexel Ave. at 58 St. Chicago 37, Illinois. 575 pages. \$6.50.

The underlying principles, the policies and occupations which must be adopted, and the methods which must be used to meet the needs of vocational education in secondary schools, are stated according to the belief of the authors. They translate the American economic, social, and educational philosophy into practical educational organization and administration.

SM-207G—The Public and the Elementary School. Twenty-eighth yearbook. The National Elementary Principal, 1201 Sixteenth St. N. W. Washington 6, D. C. 347 pages. \$3.

A classroom teacher, four elementary school principals, an elementary school supervisor, a college professor, a newspaper editor, and a supervising principal, each contribute their ideas on how to develop the best possible elementary school. Each author analyzes a separate

unit of the school: the principal, teachers, children, parents, community agencies, the curriculum, administrative procedure, and evaluation.

SM-208G—School and Community Programs. By Edward G. Olsen. Prentice-Hall, Inc. 70 Fifth Ave. New York 11, New York. 310 pages. \$4.25.

Contains case examples of successful community-school projects of many kinds in various subject fields and at all ac-

ademic levels. Gives down-to-earth techniques of building better school and community programs of education.

SM-209G—A New Community Unit Studies Its Schools. Bureau of Research and Service, University of Illinois, Urbana, Illinois. 242 pages. \$1.

Teachers, pupils, and citizens of Charleston, Illinois, assisted by the University of Illinois College of Education, compiled this report. The list of 20

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Check List of New Publications

(Continued from page 37)

recommendations represents the consensus of the community rather than opinions of outside experts. Teacher-student collaboration in the school program and progress reports instead of the traditional report cards were urged. "What Is Best for the Individual Child" was set as a goal for achievement by the school system of Charleston.

Guidance

SM-211G—The Supervision of Group Work and Recreation. By Hedley S. Dimock and Harleigh B. Trecker. Association Press, 347 Madison Avenue, New York 17, New York. 280 pages. \$4.50.

A systematic statement of the knowledge and practice which will, in the next

decade, play the dominant role in refining and improving the programs of informal education and recreation agencies. Blends theory and practice, actual case material, and research studies in providing a thorough analysis of the purposes and principles of supervision.

SM-210G—Predicting Success in Professional Schools. By Dewey B. Stuit, Gwendolen S. Dickson, Thomas P. Jordan, and Lester Schloerb. American

Council on Education, 744 Jackson Pl. Washington 6, D. C. 187 pages. \$3.

Should this student plan to enter a professional school? Do you advise him to prepare to become an engineer, a doctor, a dentist? Counselors will find this reference work helpful when answering such questions and advising high-school students. It is also an aid to administrators who want to improve the selection of students.

SM-212G—About Growing Up. Prepared by the Guidance Staff, National Forum Inc. 407 So. Dearborn St. Chicago 5, Illinois. 222 pages. \$1.50.

Deals with personal growth, development, and adjustment problems at the seventh-grade level. Adaptable to group and individual guidance programs.

SM-213G—These Are Your Children. By Gladys G. Jenkins, Helen Shacter, and William W. Bauer. Scott, Foresman and Company, 433 East Erie, Chicago 11, Illinois. 192 pages. School edition, \$2.50.

Covers the process of growth between the age of five and the period of adolescence. Shows all aspects of the interrelationship between physical, mental, and social development in the formation of the child's personality. Contains constructive suggestions as to what teachers and parents can do to help their youngsters become secure, happy individuals.

SM-214G—Manual of Procedures in Individual and Group Guidance in Junior High Schools. Revised. Office of Superintendent of Schools, Division of Publications, 110 Livingston St. Brooklyn 2, New York. 120 pages. 25¢. (No stamps accepted.)

Based on guidance practices which have developed over a period of years. Intended to serve as a guide to principals, their assistants, counselors, teachers, and others in the field.

Music and Dance

SM-215G—Musical Learning. By Marion Flagg. C. C. Birchard and Co. 285 Columbus Ave. Boston 16, Massachusetts. 195 pages. \$2.75 plus postage.

Developing the capacity for musical growth and experience and increasing the grasp of musical learning for school children is the purpose of the book.

SM-216G—Modern Dance in Education, Techniques and Dances. By Ruth Whitney Jones and Margaret DeHaan. Bureau of Publications, Teachers College, Columbia University, New York 27, New York. 88 pages. \$1.35.

Practical material adaptable to teaching on both the secondary and college levels.

SM-217G—Folksongs on Records. Issue 2. Ben Gray Lumpkin, 428 Arapahoe Ave. Boulder, Colorado. 30 pages. \$1.

Lists and comments upon over 730 traditional folksongs and ballads available on records.

SM-218G—An Index to Folk Dances and Singing Games Supplement. American Library Association, 50 East Huron St. Chicago 11, Illinois. 98 pages. \$1.25.

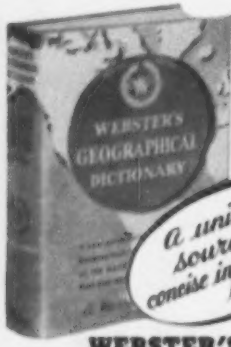
Some 60 books of dances and games are analyzed. Full buying information is included.

Reading

SM-220G—This Is Reading. Association for Childhood Education International, 1200 Fifteenth St. N. W. Washington 5, D. C. 75¢.

Defines the reasons why people should read, tells when and how children should be taught to read, and includes some suggested reading materials.

For more facts use Inquiry Card SM-58G



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SM-219G—Teaching Children to Read. By Fay Adams, Lillian Gray, and Dora Reese. Ronald Press Company, 15 East 26 St. New York 10, New York. 525 pages. \$4.

For the practical use of the in-service teacher and as a text for college courses in the teaching of elementary school reading. Should clarify many misunderstandings for interested laymen, especially parents.

SM-221G—Children's Experiences Prior to First Grade and Success in Beginning Reading. By Millie C. Almy. Bureau of Publications, Teachers College, Columbia University, New York 27, New York. 124 pages. \$2.35.

That success in beginning reading is positively related to the number of the child's responses to opportunities for reading prior to the first grade is the hypothesis upon which this study is based. It also covers the child's activities and their influence on his approach to learning to read in school.

SM-222G—Pleasure in Literature. By Egbert W. Nieman and George E. Salt. Harcourt, Brace and Co. 383 Madison Ave. New York 17, New York. 654 pages. \$2.92.

A special function of this book is to show the ninth-grade student the wide scope of reading pleasure and where to find the books he will enjoy. Three inter-chapters aimed to appeal to the special interests of the students are "Books Into Movies," "News About Books," and "Reading Magazines and Newspapers."

The titles are divided into units and each one closes with a preview of a book ninth-grade students can read with pleasure.

SM-223G—Moby Dick. By Herman Melville, adapted by Verne Brown. Scott, Foresman and Co. 433 East Erie, Chicago 11, Illinois. 310 pages. \$2.

This is a simplified version of an old classic for junior and senior high-school students whose reading ability is not up to par. Footnotes explain the 165 authentic sea terms used.

New Government Publications

Send orders to Superintendent of Documents, Government Printing Office, Washington 25, D. C. enclosing coin. Stamps are not acceptable.

College Building Needs. By Ernest V. Hollis and associates. 58 pages. 25¢.

A survey of existing space in relation to needed buildings and the means for providing them. Colleges and universities which supplied data for the study have estimated their student registration trends up to 1960, and have forecast their building needs accordingly. The study provides a realistic approach to the problem of providing housing needs for the program of higher education during the next decade.

Science Teaching in Rural and Small Town Schools. By Glenn O. Blough and Paul E. Blackwood. 55 pages. 20¢.

Ways of bringing the science that surrounds rural children into the schoolhouse and ways of bringing the children into firsthand contact with the world of science outside the classroom are considered here. Rural teachers whose students just "sit and think outdoors" will find suggestions in this bulletin for solving similar problems and for stimulating the scientific interest of the pupils.

New Directory of 16 mm. Film Libraries in United States. No. 10. Compiled by Dr. Seerley Reid and Mrs. Anita Carpenter. 15¢.

Lists by states and cities 897 libraries or distributors that rent or loan 16 mm. educational films. Included are local and

state school systems which maintain film libraries, colleges and universities, government agencies, religious organizations, business and trade associations, visual education dealers, and sources for rental or loan of 16 mm. films.

Employment Outlook in the Building Trades. 121 pages. 50¢.

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The Occupational Outlook Handbook. No. 940. 434 pages. \$1.75.

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tries and localities in which employed, the training and qualifications needed, earnings, working conditions, and sources of further information on each occupation.

Large and Small Classes in Secondary Schools. No. 306. By Ellsworth Tompkins. 29 pages. 20¢.

Examines some of the relationships between exceptional class size and teaching method. Describes a selected number of large and small classes in action.

For more facts use Inquiry Card, SM-63G

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